

Research Administrators' June RAC Forum Poster Session – A Preview of Minor Revisions in Phoebe



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WHAT IS MINOR REVISIONS?

Minor revisions is a tool that was previously masked in Phoebe Proposal Development. The goals are to reduce the number of proposal revisions that PIs and Chair/Dean/Directors have to approve in Phoebe, and to improve the work flow between SPO CGOs and CSS RAs. Another benefit of using the minor revisions tool is that the review process will be kept within the Phoebe system. This is different from the normal return function that is currently being utilized by CGOs in that this is only used to address administrative issues that do not address the completeness of a proposal.

The minor revision functionality will allow RAs to make corrections to all parts of the Phoebe proposal that previously had been locked after submission to SPO (i.e. update the total budget, add a special review item, attach new document types, etc...) without going through the PI, Chair/Dean approvals again.

APPROACH



In February 2017, a small group of CSS RAs and CGOs began piloting the minor revisions tool to see the feasibility of this feature and to improve the proposal review workflow. Comments and feedback for improvements or issues were requested from all parties.



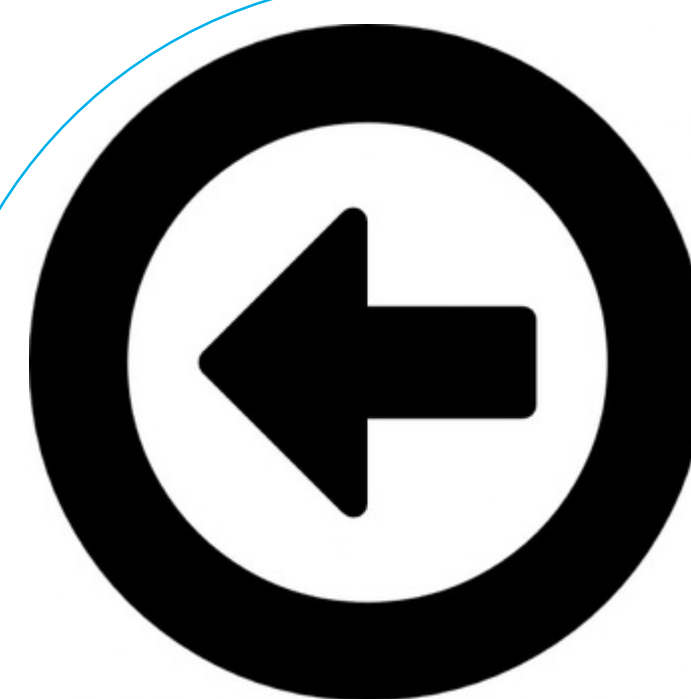
KEY PLAYERS

Research Administrators, Campus Shared Services – initiates, prepares and routes proposals for Principal Investigators/Project Directors in various departments or ORUs through Phoebe.

Contract and Grant Officers, Sponsored Projects Office - responsible for reviewing and authorizing proposals for submission and for interpreting, negotiating, and accepting contracts and grants for sponsored projects funded by external sources.

Principal Investigator/Project Director- an individual who has primary responsibility for the design, execution, and management of a research project and/or training or public service project, who will be involved in the project in a significant manner.

WORKFLOW



1. SPO CGO reviews a Phoebe proposal. CGO returns the proposal indicating the minor revisions and sends initial review comments to CSS RA and PI/PD. ****Proposals returned for a minor revision will not require re-approval by the PI or the Department Chair.**

Attachment: No file chosen

Only requires minor revision:

2. RAs will be able to make updates and address the minor revisions comments to the proposal that were previously locked. After making the corrections identified by the CGO, RAs should upload a new version of the proposal and notify the CGO about the changes made via the Notes function in Phoebe under the Attachments & Notes tab.

* Note Topic	* Note Text
Final Proposal	Uploaded under Complete Proposal (w/FINAL technical), PI confirmed ready to submit!

4. When RAs **re-approve** the corrected proposal, the proposal will route directly back to the CGO.

* Attachment Type	Description
Complete Proposal	
select:	
Complete proposal (w/DRAFT technical)	
Complete Proposal (w/FINAL technical)	

3. When a proposal is final and ready for submission the PI, the RA should upload the application as the "Complete Proposal – Final Technical." This step will inform the CGO that the proposal is finalized and that RA has obtained the PI's approval to submit. The SPO CGO will not obtain additional approval from the PI.

MINOR REVISIONS VS INCOMPLETE PROPOSALS

Minor revisions should not be confused with the incomplete proposal return function

Minor revisions examples*:

- Sponsor review comments, ie. font size, page limits, etc.
- Missing FCOI forms
- Special review tab is incomplete, ie. Animal subjects should have been marked as pending
- Technical proposal is in draft form

Incomplete proposal examples*:

- Missing proposal components, ie. no budget, no draft technical proposal, etc
- Co-PI/Fellow is not included as under the Key Persons tab



*not exhaustive lists

RECOMMENDATIONS

- Continue to incorporate feedback and concerns from pilot individual contributors
- Make the suggestion to move forward with minor revisions to CSS and SPO management
- Create guidance for use of minor revisions for CSS RAs and SPO CGOs

