**ELECTRONIC COVER SHEET (EC)**

**(To be completed and submitted with each grant application)**

**Procedures and Approvals:**

1. The Creator or PI builds the EC, progressing through the left-hand navigation screens to the point of PI Acceptance. (***Note: The questions in the new EC are basically the same as the ones in the old cover sheet.)***
2. Only the PI can **“Accept”** an EC, (which is their sign-off). The next step is to **“Submit”** the EC, which will automatically be sent the PI’s respective Chair/Director’s queue for approval.

3. An e-mail is then sent to the PI, their respective Chair/Director, and the Faculty Research Coordinator (FRC), (Sandra Ramautarsingh), will first review the EC. If all the requirements are met, a memo (e-mail) created in the OR System is then sent to the Chair/Director indicating that they can now **“Approve”** the EC***. (At this stage they also have the option to return or decline the EC).***

***NOTE: The EC will be returned if:***

* It requires revisions, such as missing keywords, incorrect start and end dates, missing or incomplete fields, or if budget figures do not match the ones in the EC.
* If the supporting application, proposal, and other relevant documents are not uploaded.
* If overhead supporting documents and approval for exceptions are not noted/uploaded.
1. For the final approval, the Dean or ADR will then submit the EC, which automatically goes to the respective Funding Manager in OR for processing.
2. The Funding Manager will then receive a notification e-mail about the EC submission. At this stage, they can review and approve the EC, make changes, and upload documents if necessary. They can also return the EC to the P.I. if it **“Requires Revisions,”** or decline the EC.

**Note: (**Once all Approvals are in place or if the EC is declined, it is considered **“Complete.”)** In a **“Complete”** status the EC resides in the EC system as the source for both the campus and the Office of Research (OR).