

4/17/20

From: Anthony Beckman

To: UR Research Admin Modernization Committee

Subject: RE: Research Administration Modernization Committee

Good afternoon everyone, Happy Friday!

We thought we would provide a bit more clarification around the department approver form. Here is the signature box which is currently at the bottom of the ORPA Signoff form

Principal Investigator(s): _____		Date: _____	
Dept Chair: _____	Date: _____	Cost Center Chief: _____	Date: _____
		Director of Medical Center	
Dean: _____	Date: _____	Space Planning: _____	Date: _____
<small>(required for Medical Center if "Yes" has been checked on consideration 2 above)</small>			

In the new IORA system,

- the PI signature is managed through the PI Certification activity.
- The space planning signature has been removed and will be managed by a report.
- The Dean's office approval is managed through an Ancillary Review.

What we need from you is to complete the form we provided so that you can identify the Level 1 and Level 2 approvers for your cost center. This is the same as the Cost Center Chief (Level 1), and Department chair (Level 2) from above. We also recommend you name a senior departmental administrator as the alternate for each of those levels for the case when either of them is unavailable. If your department/division has pre-existing alternates, please feel free to name them.

If you are responsible for multiple cost centers, please create a separate form for each cost center.

Let us know if you have any other questions.