4/27/20
From: Anthony Beckman
To: UR Research Admin Modernization Committee
Subject: RAM-C meeting follow-up - IORA information request.

Good morning and happy Monday!

Just a reminder that if you haven't completed the department approver form or list of administrative staff needing training form for your departments, please do so by **April 30th.**

Here are the links (I've also copied the clarification below as well).

1) Identify who needs training: https://forms.gle/gaPHcmvbnSsMPp338

2) Identify departmental approvers: https://forms.gle/BwqMpLYpmsauZsXs6

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:_____
                                                                                         (required for Medical Center if "Yes" has been checked on consideration 2 above)

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.