Typical UFA Review Workflow by State

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### Administrative Review

**Role:** Admin Specialist  
**Tab:** UFAs

1. Open the applicable UFA from the **UFAs** list by clicking its name.

   From the **Manage Data** menu:

2. Click **Manage Sponsors**. Review sponsor information and edit if necessary. Click **OK**.

3. Verify that the correct Agreement Category/Type is indicated.

4. Click **Complete Admin Check**. Confirm that you’ve reviewed the sponsor information. Select appropriate project rep. Enter any optional comments in the field provided. Click **OK**.

**Note:** Any comments entered appear in the Recent Activity list.

The state of the UFA changes to **PR Review**.

### Project Representative Review

**Role:** ORSP-PR  
**Tab:** Proposals Inbox

1. Open the applicable UFA from the **UFAs** list by clicking its name.

2. Review the Sponsor Info, Draft Documents and Recent Activity (including any notes/comments) listed on the UFA Workspace.

3. Click **Display UFA Summary**.

4. Review and verify **Sponsor Contact Information, Routing and Processing Instructions, Project Information** and **PI Signatures**.

5. Click **OK**.

6. If the agreement or the Project Team indicate that clinical data and/or patient record data are being shared, click **Send for Compliance Review**. Otherwise, continue with step 7.

**Note:** When sent for compliance review, the state of the UFA changes to **HIPAA Review**. When compliance review is completed, the record will return to the state of **PR Review**.

7. Click **Negotiation in Progress** from the Activities menu.

8. Attach any documents by clicking **Add** and post any comments in the field provided.

**Note:** Comments entered will appear in the Recent Activity list.

9. Click **OK**.

The state of the UFA changes to **Negotiation in Progress**.
**Record Processing Steps**

**Role:** ORSP-PR  
**Tab:** Actions in Progress

1. Click Record Processing Steps from the Activities menu.
2. Enter the Agreement Start Date, End Date and Confidentiality Period (optional).
3. Click the appropriate radio buttons for Signature Requirements (required).

**Note:** For SO, PI, and Sponsor Signatures, “Yes” means signatures are required on the contract. “No” means signatures are not required.

4. If you are also a Signing Officer, click the Approve as SO checkbox.
5. Provide staff with instructions on what still needs to be completed in the field provided (optional).
6. Click Add to attach any documents (optional), then click OK.

The state of the UFA changes to UFA Processing.

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**Create / Route FOIA Letter**

1. (Staff or PR) Click the Create FOIA Letter activity and select the time period. Then click OK.
2. If created by Staff, click Route for PR Review. Otherwise, skip to step 3.
3. (Staff or PR) If desired, click Edit FOIA Letter and make any necessary changes.
4. (PR only) If desired, click PR Request Changes to request that ORSP Staff make changes.
5. (PR only) Click Route to FOIA Office, verify or edit the Letter Date, enter optional Comments, and then click OK.

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**Send to PI for Signature**

**Role:** ORSP-Staff  
**Tab:** Awards Inbox

1. Click Send to PI for Signature from the Activities menu.
2. Enter comments for the PI in the field provided (optional).
3. Click Add to attach the signed contract if ink signature is not required.
4. Click OK.

The state of the UFA changes to PI Sign Contract.

**Note:** Once the PI returns the signed contract to ORSP, the state will change back to UFA Processing.

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**Partially Executed Contract Sent to Sponsor**

**Role:** ORSP-Staff  
**Tab:** Awards Inbox

The final required activities are determined by whether or not the sponsor signature has been obtained. If the sponsor signature has not yet been obtained, complete the steps below. If the sponsor signature has already been obtained, skip to Log Fully Executed Contract.

1. Click Partially Executed Contract Sent to Sponsor from the Activities menu.
2. Enter any comments in the field provided (optional).
3. Attach the contract by clicking Add.

The state of the UFA changes to Awaiting Sponsor Signature. Once the sponsor signature has been obtained, complete the Log Fully Executed Contract to activate the project.

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**Log Fully Executed Contract**

**Role:** ORSP-Staff  
**Tab:** Awards Inbox

1. Click Log Fully Executed Contract from the Activities menu.
2. Enter the date the contract was fully executed (the date the final signature was obtained) in the field provided (required).
3. Click the radio button to record the latest action taken.
4. Add any optional comments to be communicated to other ORSP Staff in the field provided.

The state of the UFA changes to Active.