**Typical UFA Review Workflow by State**

All previous actions taken on an UFA are displayed on the **Recent Activity** list at the bottom of the UFA Workspace.

### ORSP 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**.

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### 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**.
(Negotiation) Record Actions

Role: ORSP-PR  
Tab: Actions in Progress

While the terms of the UFA are being negotiated, all associated actions should be recorded by clicking Record Action in the Activities menu.
1. Click the radio button to record the latest action taken.
2. Enter any optional comments to be communicated to other ORSP staff in the field provided.
3. Click Add to attach any documents (optional).
4. Click OK.

Note: All Recorded Actions will appear in the Recent Activities list.

Note: If additional unit approvals are required after negotiation is complete, use Request Unit Approval of Contract Terms to obtain required unit approvals prior to processing the agreement.

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).
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.

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.

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.

Send to Signing Officer for Review

Role: ORSP-Staff  
Tab: Proposals in Progress

1. If the record has not already been approved by the SO, click Send for SO Review from the Activities menu and complete the following steps.
2. Enter any comments for the Signing Officer in the field provided (optional).
3. Click Add to attach any documents (optional).
4. Click OK.

The state of the UFA changes to Signing Officer Review.

Note: Once the SO grants approval, the state of the UFA will change back to UFA Processing.

Partially Executed Contract Sent to Sponsor

Role: ORSP-Staff  
Tab: Awards Inbox

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 Waiting Sponsor Signature. Once the sponsor signature has been obtained, complete the Log Fully Executed Contract to activate the project.

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. Attach the final contract by clicking Add.

Note: The document will be located in the Final Documents list.
4. Click OK.

The state of the UFA changes to Active.