Quick Reference for ORSP Staff: Unfunded Agreements

Need Help?
ITS Service Center:
https://its.umich.edu/help
Phone: (734) 764-4957
Email: 4HELP@umich.edu

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.

Sponsor Roles
- **Direct Sponsor**: The organization from which funds are directly received.
- **Prime Sponsor**: The original source of funds.

Activities
- **ORSP Cancel**: Record was completed in error.
- **Withdraw**: U-M decides not to go forward with the agreement.
- **Turn Down**: Sponsor decides not to go forward with the agreement.

**Administrative Review**

<table>
<thead>
<tr>
<th>Role: Admin Specialist</th>
<th>Tab: UFAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open the applicable UFA from the UFAs list by clicking its name. From the Manage Data menu:</td>
<td></td>
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<tr>
<td>2. Click Manage Sponsors. Review sponsor information and edit if necessary. Click OK.</td>
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<tr>
<td>3. Verify that the correct Agreement Category/Type is indicated.</td>
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<tr>
<td>4. Click Complete Admin Check. Confirm that you’ve reviewed the sponsor information. Select appropriate project rep. Enter any optional comments. Click OK.</td>
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</tbody>
</table>

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

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

**Project Representative Review**

<table>
<thead>
<tr>
<th>Role: ORSP-PR</th>
<th>Tab: Proposals Inbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open the applicable UFA from the UFAs list by clicking its name.</td>
<td></td>
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<tr>
<td>2. Review the Sponsor Info, Draft Documents and Recent Activity (including any notes/comments) listed on the UFA Workspace.</td>
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<tr>
<td>3. Click Display UFA Summary.</td>
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<tr>
<td>4. Review and verify Sponsor Contact Information, Routing and Processing Instructions, Project Information and PI Signatures.</td>
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<tr>
<td>5. Click OK.</td>
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<tr>
<td>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.</td>
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</tbody>
</table>

**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. |

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

| 9. Click OK. |

The state of the UFA changes to **Negotiation in Progress**.
Partially Executed Contract Sent to Sponsor

State will change back to Negotiation in Progress.

Note: The state of the UFA changes to UFA Processing.

2. Click the radio button to record the latest action taken.
3. Enter any comments to be communicated to other ORSP staff. (optional)
4. Click Add to attach any documents (optional).
5. 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.

If the agreement or the Project Team indicate that clinical data and/or patient record data are being shared and the UFA has not undergone compliance review, click Send for Compliance Review. 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.

Send to PI for Signature

Role: ORSP-Staff
1. Click Send to PI for Signature from the Activities menu.
2. Enter comments for the PI (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
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 (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.

Log Fully Executed Contract

Role: ORSP-Staff
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) (required).
3. Attach the final contract by clicking Add.
4. Click OK.

The state of the UFA changes to Active.