The **State** of an UFA represents where it is in the process and determines where it appears within eRPM (e.g., inbox).

Information related to UFAs can be viewed and edited in the **Manage Data** menu.

**Activities** performed by a user move an UFA from one state to another.

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**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.

<table>
<thead>
<tr>
<th>OTT Processing</th>
<th>Negotiation in Progress</th>
<th>PI Sign Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTT Processing—PI Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTT Processing (Part 1)

**Role:** OTT  
**Tab:** Unassigned

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.
   a. Click **Update** *(the initial information was entered by the Project Team)*.
   b. Enter **Name** *(name of the sponsor as entered on the UFA Worksheet)*.
   c. Select sponsor **Type**.
   d. If known, enter the **ID** number for the sponsor
      OR
      2a. Click **Select**.
      2b. Enter search criteria.
      2c. Click **Find**.
      2d. Select Sponsor.
      2e. Click **OK**.
      OR
      Select **Not Found** if you cannot find the Sponsor ID after searching for it.

3. Enter **Notes** *(optional)*.
4. Click **Save**.
5. Click **OK**.
6. Click **Project Representative**. Select appropriate project rep. Click **OK**.

### OTT Processing (Part 2)

**Role:** OTT  
**Tab:** 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
   - PI Signatures
5. Click **OK**
6. Click **Negotiation in Progress** from the Activities menu.
7. Attach any documents by clicking **Attach** and post any comments in the field provided.
   **Note:** Any comments entered will appear in the Recent Activity list.
8. Click **OK**

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

Role: OTT  
Tab: In Negotiation

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 in the field provided.
3. Click to attach any documents (optional).

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

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**Record Agreement Dates**

Role: OTT  
Tab: In Negotiation

1. Click **Record Processing Steps** from the Activities menu.
2. Enter the **Agreement Start Date**, and **End Date**.

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**FOIA Letter**

1. Click the **Create FOIA Letter** activity.
2. Click the drop-down menu and select the **time period**, and then click **OK**. The FOIA workspace opens.
3. If desired, click **Edit FOIA Letter** and make changes.
4. Click the **Route to FOIA Office** activity.
5. Verify the **Letter Date** is correct or enter a new date in the field, and enter **Comments** if desired.
6. Click **OK**.

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**Send to PI for Signature**

Role: OTT  
Tab: In Negotiation

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

**Note:** Once the PI returns the signed contract to OTT, the state will change to **OTT Processing - PI Approved**.

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**OTT Processing—PI Approved**

Role: OTT  
Tab: 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**.

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**Partially Executed Contract Sent to Sponsor**

Role: OTT  
Tab: 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**

**Note:** Once the PI returns the signed contract to OTT, the state will change to **OTT Processing - PI Approved**.

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**Log Fully Executed Contract**

Role: OTT  
Tab: With Sponsor

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 then be located in the **Final Documents** list.
4. Click **OK**

The state of the UFA changes to **Active**.