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.

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.

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. 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 OTT Processing.

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: Any comments entered will appear in the Recent Activity list.
9. Click OK.

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

**Negotiation in Progress**

**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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**OTT Processing—PI Approved**

**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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**Send to PI for Signature**

**Send to PI for Signature**

**Negotiation in Progress** → **Send to PI for Signature** → **PI Sign Contract**

**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 **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 OTT, the state will change to **OTT Processing - PI Approved**.

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**Partially Executed Contract Sent to Sponsor**

**Partially Executed Contract Sent to Sponsor**

**OTT Processing—** → **Awaiting Sponsor Signature**

**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**.

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**

**Log Fully Executed Contract**

**Awaiting Sponsor** → **Log Fully Executed Contract** → **Active**

**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**.