EREX Electronic Approval Training

1. Initial email alerting OGRD of EREX submission.
2. Screen capture of MyResearch EREX Submission Pool. This lists those electronic approvals currently in progress. It also has the ability to show those projects that were transferred to the OGRD Database or submissions that were deleted.
3. Initial EREX electronic approval participant list. Participants pulled from EREX form and any errors with names/WSU ID numbers/email addresses will be highlighted.
4. Final “clean” electronic approval participant list. Participants with “errors” have been updated and the approval name has been created.
5. Email notification sent to Departmental Administrator listed on EREX form saying the approval process has begun. A link to the electronic approval participant list is given for reference.
6. Electronic approval required notification email. A link to the approval interface is given.
7. Electronic approval interface. Shown are the participants that have previously processed the approval and those next in line to approve.
8. Approval complete screen capture.
9. EREX electronic approval participant list after approval. Shown is the date of notification and when the response has been given.
10. Final EREX electronic approval participant list. Shown is a completely approved electronic approval.
11. Email alerting OGRD all approvals are complete and time to move project to OGRD Gateway Database and to a Grant and Contract Coordinator for review.
12. Email notification sent to Departmental Administrator listed on EREX form saying the project has been completely approved. This is your notice that the EREX form and proposal will now been given to a Grant and Contract Coordinator for review and submission.
13. Screen capture of MyResearch EREX Pool. Note the Doug Call proposal is now Approved while the other is still currently in progress.
14. Screen capture of “Move to Database” process. Warnings can be listed and any comments given during the approval process will be shown.
15. Screen capture of the finalized “Move to Database”. An OGRD number has been assigned and a note was given because of the Warnings on the previous page.
16. Screen capture of the final project once moved into the OGRD Gateway Database. All the information is entered directly from the EREX form and EREX approval comment interface.
Received Form Submission (eREX Form)

To view the submission, click here:
https://myresearch.wsu.edu/ViewDocumentImage.aspx?Table=Grant_Form_Pool&ID=998&Column=PDF&Type=pdf&VID=C900ECFB6D90EDD806EC345B2CD6F53D

To view ALL submissions of this form, click here:
https://myresearch.wsu.edu/FormREX.aspx?Action=ViewSubmissions&FormID=20000&FormVersion=10
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Comment:  

**Log:**  

Error: Group 'Area College Campus Approval' - Name matched, but WSU ID '2257276' did not
## Approval Information:

**Approval Name:** D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31

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**Group 5:**

| Nordquist, Daniel |               | 096803149  | nordquist@wsu.edu|                  |          |        |

**Log:**

Not logged
Approval Job Name: 'D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31' has been started

Click [Here](https://myresearch.wsu.edu/WorkflowJob.aspx?Root=Grant&JobID=432&VID=1FC5415133831C7467F9BDE3DF59D2EC) to view this job.

This is an automated notification, please do not reply.
eREX approval required for: D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31

Below is a link to an eREX and related proposal materials that requires your review and approval.

Click Here to view and respond to this request.

If the above link does not work, please paste this text into your browser:
https://myresearch.wsu.edu/WorkflowTask.aspx?Root=Grant&TaskID=3658&VID=50084CE3B970EE66D42BDE72DC402B73

If you have any questions, please contact one of:
- Dorri Guettinger at derekbrown@wsu.edu
- Jan Brossman at derekbrown@wsu.edu

This is an automated notification, please do not reply.
This task requires your approval (or rejection).

Please review the following information, click on the 'View Proposal' button and **Approve** or **Reject** this task.

OGRD reserves the right to submit your approval if this is a time-sensitive item.

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Save
Office of Research
Approval Task

Thank you for completing this Approval.

You may use the original e-mail link to make updates until this Approval has been completed by all recipients.

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<td>KEHRER, JAMES</td>
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### Log:

- Log:

- Show
## Add Participants:

### Approval Information:

**Approval Name:** D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31

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### Log:

Subject to G/C Coordinator Review
Approval Job Name: 'D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31' is awaiting final completion

Click [Here](https://myresearch.wsu.edu/WorkflowJob.aspx?Root=Grant&JobID=432&VID=1FC5415133831C7467F9BDE3DF59D2EC) to view this job.

If the above link does not work, please paste this text into your browser:

https://myresearch.wsu.edu/WorkflowJob.aspx?Root=Grant&JobID=432&VID=1FC5415133831C7467F9BDE3DF59D2EC

This is an automated notification, please do not reply.
Approval Job Name: 'D. Call $149,500 USDA Proposal, Sponsor Deadline 3-31' has been completed Approved

Click Here to view this job.

If the above link does not work, please paste this text into your browser: https://myresearch.wsu.edu/WorkflowJob.aspx?Root=Grant&JobID=432&VID=1FC5415133831C7467F9BDE3DF59D2EC

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Accepting this form will move it from the form pool to the database.

**Warnings:**
PI's First name on form (Doug) does not match expected name (DOUGLAS)
Credit Share: First name on form ('Doug') does not match expected name ('DOUGLAS')

**Info:**
No OGRD number specified, will auto-assign: NEXT
No Activity number specified, will auto-assign: NEW
Will create new Project/Activity: NEXT-NEW

- **OGRD Number:** NEXT
- **Activity:** 001

Log Comment:  - From Daniel Nordquist (Approved): Subject to G/C Coordinator Review

[OK] [Cancel]
Partial Success

Submission moved to Grants database, assigned to OGRD 112466-001

Please Note: there were issues that will require additional work to complete the transfer.

Click here to View Gateway Grant.
This document is a screenshot of a database entry for a grant project titled "Derek Brown Electronic Approval Demonstration". The entry includes details such as the agency, program, and budget information. The main fields include:

- **Title**: Derek Brown Electronic Approval Demonstration
- **Agency**: USDA
- **Sub Agency**: ARS
- **Program**: 2540 - VET MICROBIOLOGY & PATHOLOGY
- **Contact**: N/A
- **Email**: (509) 555-1234 ext.
- **Phone**: 1600 Pennsylvania Ave.
- **City**: Washington
- **State/Province**: DC
- **Zip**: 20500
- **Country**: USA
- **Master**: Sponsor: Mod:
- **WSU# (Home/Ind)**: -2540-
- **CFDA**: 
- **VPR/Grad Memo**: F
- **Equip/Cost Share**: univ: o vpr: o area: o dept: o other: o total: 0
- **Contracting Officer**: F Negotiated: F
- **AG**: F  WTC: F SUB: T  MD: F
- **Bio**: T () Pending
- **Comments**: Internal/In-house ()  Limited ()  Related Project:

The log entry indicates that the grant was submitted on 3/16/2009 with a deadline of 3/31/2009, and the budget was $149,500. The transmission type was email, and the approval was from Daniel Nordquist (Approved).