C&G Officer User Guide for eCAF

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Introduction

What Is an eCAF?

• The Campus Approval Form (CAF) is a mandatory cover sheet that must be submitted with each proposal routed through the UCR Office of Research.
• PAMIS eCAF is the web-based electronic version of the required Campus Approval Form that allows its information to be efficiently and quickly processed.
Why Is an eCAF Required?

- The eCAF summarizes critical information to provide an efficient review format needed by such UCR constituents as PIs, Co-PIs, Chairs, Deans, and Office of Research staff.
- It also documents certain mandatory PI certifications and assurances.
- The information collected through the eCAF is used for UCR internal purposes and is not submitted to extramural sponsors.

Who Prepares an eCAF?

- Preparing an eCAF is a joint endeavor: an eCAF can be initiated by either an individual with PI status or a Contract & Grant Analyst.
- If the eCAF is initiated by a PI, it will automatically be routed next to someone assigned the role of Contract & Grant Analyst for review.
- When the Contract & Grant Analyst finishes his or her input and/or review, it will be routed back to the PI for final review and the completion of required certifications and assurances.
When Should an eCAF Be Created?

- An eCAF should be prepared whenever a proposal will be submitted to an extramural sponsor through the Office of Research.
- If an eCAF has been started, an automatic reminder email notice will be sent to all C&G Analysts in that accountability structure whenever the Office of Research has not received that eCAF as of 3 working days prior to the due date at the agency.
- See http://www.ora.ucr.edu/Policies/Policies.aspx (Policy 527-4 Title: Proposal Processing).

First Use of eCAF
Anyone who uses eCAF will need a valid UCR Net ID and password, which are assigned by an Enterprise Directory Administrator when someone becomes a career employee at UCR.

You can look up all Net IDs in the electronic Campus Telephone Directory.

**Campus Telephone Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Dept Name</th>
<th>Title</th>
<th>Email</th>
<th>UCR Net ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Michael E</td>
<td>(951) 824-7566</td>
<td>Entomology</td>
<td>Professor of Entomology &amp; Entomologist</td>
<td><a href="mailto:michael.adams@ucr.edu">michael.adams@ucr.edu</a></td>
<td>Adams</td>
</tr>
</tbody>
</table>

After a NetID is assigned, the Systems Access Administrator (SAA) will assign the proper eCAF role in UCR’s Enterprise Access Control System (EACS). Each SAA is responsible for one or more “accountability structures”, which you can see on the UCR SAA list referenced above.
Guide to Reviewing an eCAF

After you have been set up in EACs, you may access eCAF by selecting it from your Authorized Applications list at the campus web portal, iViews (http://iviews.ucr.edu) by clicking on either PAMIS or PAMIS e-CAF.
You may also log in to eCAF by selecting it from your UCR PAMIS login page at (http://pamis.ucr.edu).

To review an eCAF that needs your attention, click on the e-CAFs Work in Progress link. (Note the number beside the link, which tells you how many e-CAFs are awaiting your attention.)
• To review an eCAF, click on the eCAF ID #.
• If you want to see all the eCAFs that are in the WIP queue for all Contract & Grant Officers, click on the View All link.

The header section of the opening eCAF screen contains information, action links, a notification link, and navigation links that are grouped in 4 sections:
1. Section one groups information about the PI, the sponsor, the various due dates, and OR contact information.
2. Section two has action links for granting preliminary approval, withdrawing the eCAF, and returning the eCAF to the C&G Analyst with elective rerouting. If it would not be appropriate to return the eCAF with elective rerouting, contact your team leader.
3. Click on the envelope icon in section three when there are issues that require research integrity review. This will send an automatic message to the OR staff responsible for research integrity issues and change the envelope icon as shown below. If you click on the new envelope icon, the system will automatically send another message and change the date and time sent.

Research Integrity Notified on 11/5/2007 at 12:04:44 PM by C. Jeanne Reyes.

4. Section four contains navigation links allowing you to return to either the eCAF work in progress grid or to the main menu.

The opening screen begins by displaying information on the OVERVIEW tab. The upper section of this summary contains data that was input on the PI INFORMATION tab.
This section summarizes information that was originally entered on the PROJECT INFORMATION tab.

Next comes the summary of information that was entered on the BUDGET and COST SHARING tabs. (Note that in this example there was no cost sharing component.)
Input from the PI RESEARCH INTEGRITY tab comes next in this part of the OVERVIEW tab.

At the bottom of the OVERVIEW tab is a detailed routing log for this eCAF.
All information on the OVERVIEW tab is a summary of information that had been entered by the C&G Analyst, PI, or Co-PI on either the PI INFORMATION, PROJECT INFORMATION, BUDGET, COST SHARING, OR PI RESEARCH INTEGRITY tabs. Besides viewing an eCAF on the OVERVIEW tab, you may also view all data fields by clicking on each of these tabs.

On the COMMENTS tab you can enter comments of your own and see all of the comments that were entered by others before it got to you.
• In the upper portion of the APPROVAL STATUS tab you can see a graphical representation of the routing for this eCAF, with the white box showing its current location.

• In the lower portion of the APPROVAL STATUS tab you can see a detailed transmittal log.
To add attachments from the ATTACHMENTS tab:
1. Enter a document description.
2. Select the appropriate document category from the drop down list.
3. Browse for the document you want to upload.

(Anyone can upload documents, no matter whose queue the eCAF is in)

- The lower section of the ATTACHMENTS tab lists all documents that have already been uploaded.
- From this section you can delete an attachment by clicking the checkbox in the Delete column and pressing the "Save" button.
- You can also mark a document as final by clicking the associated checkbox and pressing the "Save" button.
On the CO-PI APPROVAL tab you can see a transaction log of approvals made by the Co-PI(s).

The CHAIR APPROVAL tab details the times this eCAF has been sent to the Chair and the action taken by the Chair.
• Selecting the DEAN APPROVAL tab displays the times this eCAF was reviewed by the Dean. (In this example the eCAF was not routed to the Dean.)

• The C&G Officer can enter comments, which are optional unless the eCAF is to be returned, at which time comments become mandatory.

• The lower portion is a log of C&G Officer comments.
F&A Waiver Requests

When an Alternate F&A Rate is Requested

- When a C&G Analyst or PI requests an alternate F&A rate (see C&G Analyst User Guide for details as to how this is done) you will receive an email notice.
• Once you receive notice, even when the eCAF is not in your queue, you can search for and open the eCAF to begin your work.

• Note that because this eCAF is not in your queue, you have no ability to affect its routing. Your only options are to go back to your WIP Grid or the Main Menu.
• Upon checking on the Budget tab, you can see that 32% of modified total direct cost (MTDC) has been used for this proposal.

• Click on the F&A WAIVER REQUEST tab to confirm the Rate and Base requested. In this example, the departmental user had said that a waiver existed.
• To determine if the waiver exists, click on the box with the three dots. In this example the system says that no waiver exists.

• In this example no waiver could be found. If you believe the sponsor may be listed in a different way, you can click on the here link and search the waiver database.

• To search the database, enter data into one or more fields in the search engine. For example, you could enter the first three letters of the sponsor’s name.
• The results of your search may look something like this. If you find there is a waiver, you can click on the waiver number to use it.

• If the waiver does not exist, click the box marked above and add appropriate comments.
• By clicking the “Waiver Does Not Really Exist” button, the F&A rate reverts to the campus standard.

• Note, however, that the budget does not change automatically to match. The C&G Analyst will need to redo the budget.

Additional Resources


• Computing Help Desk Email: helpdesk@ucr.edu.

• Feedback Email: ecaffeedback@ucr.edu.