PI User Guide for PAMIS eCAF (Abridged)

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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.
Who Prepares an eCAF?

- While an eCAF can be started by either a PI or a Contract & Grant Analyst, this user guide is intended for a PI whose C&G Analyst has started the eCAF and filled out all information fields available to the Analyst.

To use eCAF you need a valid UCR Net ID and password, which are assigned by your Enterprise Directory Administrator at the time you become a career employee at UCR.

You can look up your own Net ID in the electronic Campus Telephone Directory.

Contact your Enterprise Directory Administrator if you don’t know your password or need other help with your NetID.

### 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) 827-4746</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>AGAN6</td>
</tr>
</tbody>
</table>

Step-by-Step Guide to Reviewing an Electronic Campus Approval Form

- After you have been assigned the PI role, you may access eCAF by selecting it from your Authorized Applications list at the campus web portal, iViews (http://iviews.ucr.edu).
- Alternatively, you may select eCAF from the link provided in your notification emails sent to you by the eCAF system.
If you have clicked on a link to the eCAF system from a notification email, you will bypass the iViews login screen and go straight to the eCAF login screen where you should:

1. Enter your UCR NetID.
2. Enter password.
3. Click the “Sign In” button.

To Complete an eCAF started by a C&G Analyst click on the e-CAFs Work in Progress (WIP) link from the main menu.
If there are multiple eCAFs in the “As PI” Work in Progress queue, click on the link to the correct one. If you don’t know which one to select, contact your C&G Analyst.

Notice that there is a queue for “As Co-PI” that is empty in this instance.

This is the upper portion of the opening eCAF screen. Information, action links, and navigation links are grouped into 3 discreet sections of the header:

1. Section one provides a link to conditions that trigger routing to the Dean; provides information about the PI, the sponsor, and the various due dates; and lists the assigned Contract and Grant Officer and Team Leader.

2. Section two has action links for approving, returning the eCAF to the C&G Analyst, or withdrawing it.

3. Section three has navigation links allowing you to return to either the eCAF work in progress grid or to the main menu.
Also on the upper portion of the opening eCAF screen, please note:

1. Five tabs are displayed, with the OVERVIEW tab highlighted in blue. When a tab is highlighted in blue, it is the active tab -- the one on which you are working.

2. Click the "Printer Friendly" button if you want to print the information from a tab. (To do this you may need to disable any popup blockers.)

3. This initial display shows only some of the available tabs. The ones not shown, which you can see by clicking the Show All Tabs link, are those primarily used by your C&G Analyst for data input.

Perhaps the useful important feature in eCAF is the question mark. Click it to get a list of items still to be completed before the link Approve – Send to Chair comes alive.
The first step is to review all information on the OVERVIEW tab for accuracy. (This upper section of the OVERVIEW tab contains data that was input on the PI INFORMATION tab.)

Next review the Project Information section, which contains data that was originally entered on the PROJECT INFORMATION tab.
Review the F&A (formerly Indirect Cost), Budget, and Cost Sharing sections. Note that in this particular example there was no cost sharing component.

Input from the PI RESEARCH INTEGRITY TAB comes next on the OVERVIEW tab. Up to this point, the C&G Analyst is allowed to enter information. However, following the Environmental Health and Safety section, the PI (and Co-PI) are the only ones allowed to input information.
The Disclosure of Financial Interest, which is the last section of the OVERVIEW tab, is blank when you first log in as the PI.

After you have completed the mandatory Disclosure of Financial Interest section on the PI RESEARCH INTEGRITY tab and clicked the save button, your choice will be displayed. (Note that because this example uses is a governmental sponsor, the PI was not required to answer a State Disclosure question.)

At the bottom of the OVERVIEW tab is a detailed routing log for this eCaf (please read from bottom to top).
• Assuming everything is correct when you review the OVERVIEW tab, you should next click on the RESEARCH INTEGRITY tab. If your C&G Analyst has filled out the upper portion on your behalf, you can move directly to the lower portion beginning with Disclosure of Financial Interest.

• Click the certification box and answer yes or no to the financial interest disclosure statement.

• For some sponsors you will be asked to fill out and sign form 700-U and scan it and upload it as an attachment. You may upload attachments by clicking on the ATTACHMENTS tab and following the instructions, or your C&G Analyst can upload this document in advance.
Disclosure of Financial Interest

Principal Investigator’s Responsibility to Disclose Financial and Management Interests in Non-Governmental Sponsors of Research

As the UCR Principal Investigator/Project Director for this proposal, I have read and I understand the University of California Policy on Disclosure of Financial Interest in Private Sponsors of Research. To review the current thresholds for which financial interests must be disclosed, please refer to Form 700-U.

☐ Certified

Do you, your spouse or registered domestic partner or dependent children have a financial or management interest in the Sponsor to which this proposal will be submitted?

☐ Yes ☐ No

Principal Investigator’s Responsibility to Disclose Financial and Management Interests - Public Health Service and National Science Foundation Requirements

As the UCR Principal Investigator/Project Director for this proposal, I have read and I understand the University of California Policy on Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects.

☐ Certified

Do you, your spouse or dependent children have a significant financial interest that is related to this sponsored project?

☐ Yes ☐ No

- This is the same section as the prior slide, but it has been expanded to display what it would look like if you chose the option to submit a state disclosure.

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Principal Investigator Certifications and Assurances

As Principal Investigator for this application/proposal, I certify that neither I, nor any project staff under my direct supervision, are currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from receiving federal or non-federal funds and that all project staff under my direct supervision are not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from receiving federal or non-federal funds.

☐ Certified

As Principal Investigator for this application/proposal, I certify that neither I, nor any project staff under my direct supervision, have used federal or non-federal funds to influence an officer or employee of any federal department or agency, a Member of Congress, an officer or employee of Congress or any other person with regard to this application/proposal.

☐ Certified

As Principal Investigator for this application/proposal, I certify that the information submitted therein is true, complete and accurate to the best of the my knowledge; that I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and that I approve the proposed project’s technical content and budget.

☐ Certified and Approved

As Principal Investigator for this application/proposal, I agree to accept and fulfill the responsibilities and obligations associated with my role as Principal Investigator, including my responsibility for conducting the project with integrity; that I agree to comply with the sponsoring agency’s terms and conditions for awards; and that I agree to comply with all applicable federal laws and regulations, state statutes and codes, and University of California policies and procedures regarding research and sponsored programs.

☐ Certified and Approved

Click on each of the checkboxes to certify the statements in this section. Like the section above, only PIs and Co-PIs can check these boxes.

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As with the other data entry tabs, this one ends with an optional comments section.

After you have completed all the required fields and clicked the “Save” button, the question mark will be replaced with the words, “This e-CAF is ready to submit to chair.” and the link Approve – Send to Chair will become active.
• This is the COMMENTS tab, which begins with a box for entering a new comment.
• Below the new comment box, there is a log of all previously entered comments.

The APPROVAL STATUS Tab shows the current location of the eCAF.
• In this example the eCAF is in the PI/Approver’s Work in Progress (WIP) queue.
• When you, as PI, approve this, it will next go to UCR Co-PIs, if there are any.
• After the last Co-PI approves it, it will be routed to all associated department Chairs.
• If there are reasons (such as a PI or Co-PI is also a Chair) the Dean’s designate will be next in routing.
• Finally it will be submitted to a Contract & Grants Officer in the Office of Research.
• From the ATTACHMENTS tab you can look at each attachment (by clicking the link) or add any attachments of your own.

• When you are finished reviewing the eCAF and are satisfied, you are ready to click the Approve – Send to Chair link.

• If you find errors, click the Return to Department C&G Analyst link. You are required to enter comments when you choose this option.

• You may also withdraw it so that the proposal will not be submitted.
If you have made any changes or additions to tabs other than those shown above, your only routing option will be to return the eCAF to your C&G Analyst. Clicking the question mark in the yellow circle will always explain your current status.

Queries & Reports
• From your main eCAF opening screen you may choose to search for eCAFs.

• Fill in (or select specified criteria when there is a drop down arrow) to use the search engine. You may fill in more than one field to narrow your search.
• From the main menu you can also run eCAF Summary Reports.

• Fill in fields (or select specified criteria when there is a drop down arrow) to determine which records you would like to see in your Summary Report.
• This is a sample showing the summary report format.

• From within eCAF you also have the ability to run a Summary Report for the campus.
• This is a sample of a Campus Summary Report. Note that, as a PI, you will only be able to see statistics for yourself.

• From within eCAF you also have the ability to designate someone to create and work on eCAFs for you. (It is not necessary for you to designate your Contract & Grant Analyst as that is an automatic correlation determined systematically.)
To designate an individual who can create eCAFs for you, click on the gray box to open a lookup function. Enter a partial name to create a list of available individuals. Click and save the desired name. A designate can enter all fields, but s/he cannot route an eCAF anywhere. When s/he presses the Save button, the eCAF appears in the PIs Work in Progress queue. The PI must then route it to the C&G Analyst.

From within eCAF you can enter the Proposal and Award Management Information System (PAMIS) search engine where you can find historical information about campus awards.
From the initial PAMIS screen you can return to eCAF by pressing the back arrow of your browser. Or you can click on the “Home Page” at the bottom of your screen and click on the eCAF link there.

Additional Resources

- Computing Help Desk Email: helpdesk@ucr.edu
- Feedback Email: ecaffeedback@ucr.edu
- Proposal Processing Policy 527-4: [http://www.ora.ucr.edu/Policies/Policies.aspx](http://www.ora.ucr.edu/Policies/Policies.aspx)