PI User Guide for PAMIS 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 contains critical information in summary form presented in a way that provides an efficient review format needed by several UCR constituents such 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?

- An eCAF can be initially filled out 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.
- Preparing an eCAF is a joint endeavor by a PI and a Contract & Grant Analyst, one which can be initiated by either party.
When Should an eCAF Be Created?

• An electronic Campus Approval Form should be prepared whenever a proposal will be submitted to an extramural sponsor through the Office of Research.
• For a standard proposal that has no cost sharing component, uses the standard (or an already pre-approved) indirect cost rate, and has no other exceptions, the eCAF should be submitted to the Office of Research three working days prior to the date it is due at the agency.
• All other proposals require seven working days lead time.
• See http://www.ora.ucr.edu/Policies/Policies.aspx (Policy 527-4 Title: Proposal Processing).

First Use of the eCAF System
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.

After you have a NetID, your Systems Access Administrator (SAA) must set you up in UCR’s Enterprise Access Control System (EACS) as a PAMIS eCAF user with the role of PI.
Step-by-Step Guide to Creating 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.

From this screen select:
- The Proposal type (New, Continuation, Supplement, or Renewal)
- Select Fund Source (American Recovery and Reinvestment Act funding must be designated to ensure proper reporting)
- Select the PI
- Select the PI’s department or unit

For sponsors requiring paper submission of proposals, please attach a PDF containing the face page and any other pages that require the signature of an institutional official (e.g., representations and certifications). After the eCAF is submitted to the Office of Research, please forward these original documents to the OR. These documents should be identified by eCAF number (e.g., a post-it note with the eCAF number written on it and securely attached to the documents) and arrive at the OR before the date that the proposal must leave IGO to meet the sponsor’s submission deadline.
There are nine eCAF tabs, six of which require data entry. The other three (numbered 1, 8, & 9 below) are primarily for informational display.

1. OVERVIEW: Summation of everything entered on the six data entry tabs
2. PI INFORMATION: Data Entry – PI, Co-PI, Sub-Awardees, and Consultants
3. PROJECT INFORMATION: Data Entry – Project title, type, submission requirements, etc.
4. BUDGET: Data Entry – Initial period and total period budget.
5. COST SHARING: Data Entry – Details of various types of cost sharing, if any.
6. PI RESEARCH INTEGRITY: Data Entry – PI & Co-PI Mandatory certifications and approvals.
7. COMMENTS: Data Entry – Optional, unless returning or withdrawing eCAF.
8. APPROVAL STATUS: Explanation of where this eCAF is in the routing queue.
9. ATTACHMENTS: List of all attachments that have been added to this eCAF.

From the top of the PAMIS eCAF screen you may:
1. List the mandatory fields required before submitting to the Contract & Grants Analyst. This list is dynamic and changes when you complete fields and click the save button.
2. Withdraw the proposal (comment required).
3. Save your work (required before moving to another tab).
4. Return to the Main Menu.

Clicking on the “Previous” or “Next” buttons moves you from current tab to the next adjacent tab.
The NetID, Name, and Department fields are pre-populated. Select the appropriate Activity Code from the dropdown list. Enter your anticipated Academic Percent Time Effort for this proposal. Note that the PI INFORMATION tab is highlighted in blue to show it is the current tab on which you are working.

Next on the PI INFORMATION tab is the section for entering UCR Co-PIs, if any. Select Co-PIs from the dropdown list of UCR-eligible PIs and click the “Add Co-PI” button. Repeat to add additional Co-PIs. Change the appropriate Department and Activity from the dropdown lists. Enter the Co-PI’s anticipated Academic Percent Time Effort. Choose the correct box for the Co-PI’s salary source.
• Next come the sections for entering information about Non-UCR Co-PIs, Subcontracts, Sponsored Projects Office Contacts, and Consultants.

• After entering information any required information above, click the “Add” button to enter more than one person in any category.

At the bottom of the PI INFORMATION tab is a box for optional comments.

• Remember to save your work before moving to another tab. (You will be reminded if you try to leave this tab before saving.)

• To use the “Printer Friendly” button you must disable any popup blockers you have installed to work with your browser.
This is the upper section of the PROJECT INFORMATION tab. (You can tell which tab is current because it always is highlighted in blue.)

- Enter the **Project Title** and **Sponsor Due Date**, which are mandatory fields and therefore labeled in red.
- Enter **Sponsor Delivery Requirement** if there is any.
- Due dates are automatically calculated by the eCAF system.

Above is the Sponsor Information section. The only mandatory field in this section is the **Sponsor** field. To select from among the hundreds of sponsors, click on the “Look Up” button.
To select a sponsor from the “Lookup” list, either:

- Click on a blue number or letter corresponding to the beginning of the sponsor’s name, or
- Enter a word contained in the sponsor’s name and click on the Search button.

(The “Top List” is a group of UCR’s most popular sponsors.)

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The upper portion of the next section, Proposal Information, contains 5 mandatory fields:

- **Proposal Submission Type** – Click on the down arrow to select from dropdown options. Check the box on this row if the final proposal is attached.
- **Proposal Nature** – Click on the down arrow to select the correct option from the dropdown list.
- **Type of Project** – Click on the arrow and select appropriate project type.
- **Project Period** – Enter date in exact format shown, or click on calendars to select.
- **Site of Majority Work** – Choose the correct option from the dropdown list.
• Answer all of the questions yes or no by clicking on the down arrow.
• If teaching release time is required, enter the appropriate date range.

On the BUDGET tab (now highlighted in blue) you will see at the top a list of all Indirect Cost rates for the performance period of the project.
• Click the “Request Alternative F&A Rate” if appropriate.
• Lower on the Budget page are the fields for entering the *Initial Period* and *Total Period Direct* and *Indirect Costs*. The Total All Cost fields are automatically calculated.

• Click the word “here” to attach budget documentation.

• This example shows one Uploaded Budget Document, which can be deleted by checking the “Delete” box and pressing the “Save” button.

• As with all data entry tabs, this one ends with an optional comments field.
To enter Cost Sharing information, click the "Add" button to see the fields below.

Select Fiscal Year and Type; enter the amount and fund source. Click the "Annual" box if appropriate.

Enter any Matching and In Kind cost sharing information as described above.
The COST SHARING tab, like the other data entry tabs, ends with a field for comments.

The RESEARCH INTEGRITY tab starts with Research Integrity Committee Approvals.
- Mark each committee either Yes or No.
- If you mark an item Yes, you must enter the Protocol number and the date approved.
• Next on the RESEARCH INTEGRITY tab you should mark *Drug Abuse Research* and *Investigational New Drugs* either Yes or No.

• Next answer the Environmental Health and Safety question Yes or No.
• If the answer is Yes, click the appropriate box(es) from the list that will appear in a separate popup window and click “Save” to return to finish the PI RESEARCH INTEGRITY tab.
For this example we have chosen to submit to NSF, which is an agency that does not typically require a state disclosure.

Up to this point all eCAF fields could have been filled out by a Contract & Grant Analyst.

However, everything from this section downward on this tab must be completed by the PI (and Co-PIs if there are any).

This is the same section that has been expanded if you chose the option to submit a state disclosure.
The statements in this section must be certified by the PI and any Co-PIs.

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

In this example the PI has the eCAF. When all is in order, it will go next to the Departmental Contract and Grant Analyst.

This information is available from within each eCAF along with a detailed log, in which all steps of the eCAF are recorded by user name and date.
Use this page to upload documents and attach them to your proposal (such as a cover page or budget). The uploaded documents will be available for viewing by each signer during the routing for electronic signature phase. Only PDF, Excel, MS Word and PureEdge files can be uploaded.

Instructions: Fill in the document description field. Then press the "Browse" button, and navigate to the location of the document on your hard drive. Then click "Save" to upload the document.

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<thead>
<tr>
<th>Description of Document</th>
<th>Document Category</th>
<th>Final</th>
<th>Delete</th>
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<tbody>
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<td>no</td>
</tr>
<tr>
<td>Final Proposal</td>
<td>Proposal</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

- Note that when you have successfully entered all required information, the option to Approve - Send to C&G Analyst will turn blue indicating it is now an active option and the yellow question mark will disappear.
• When your Contract & Grant Analyst has reviewed the eCAF and returned it to you, your role will become that of a PI/Approver as indicated in the grid above.

• At this point you will be able to approve and send it to your CO-PI(s) (if there are any), return it to your C&G Analyst, or withdraw it from the system.

• If there are no CO-PIs, the first routing option will be to approve and send to department chair (or director).
• If your Contract & Grant Analyst has prepared the eCAF on your behalf, you will need to enter information on the PI RESEARCH INTEGRITY tab. Your C&G Analyst may fill out the checked items, but s/he does not have authority to fill out the remaining items.

• PIs must check each of the disclosure and certification boxes.

Additional Resources

• Office of Research PAMIS website: http://cnc.ucr.edu/ecaf/
• Computing Help Desk Email: helpdesk@ucr.edu.
• Feedback Email: ecaffeedback@ucr.edu.