1. How is the list of approvers on the Electronic Approvals panel generated from the proposal information entered in PeopleSoft?
   - When the end user enters a PSRS in Grants → Maintain Proposal, there are several fields that impact who will appear on the Electronic Approvals panel. The Project tab pulls in the predetermined approvers (security tree) for the DeptID for the project. The Budget panel drives the approvers for cost share. The Shared Credit information also pulls into EA. The person entering the PSRS will have the ability to add approvers and reviewers to the Resources panel if a necessary approver is not in the security tree for the DeptIDs contained in the Project, Budget, or Shared Credit panels.

2. How are sub-departments added into the security tree when the security appears to be based on Dept Node?
   - The system will accommodate security at the sub-department level. You will need to provide OSPA with the sub-department name and the names of the individuals who will approve for that sub-department.

3. On the printed PSRS, I can currently see a year-by-year budget as well as a cumulative budget. Will I still have the ability to view the cumulative budget once we’re no longer using the paper PSRS?
   - Yes, the person entering the PSRS, reviewers and approvers will have the ability to see yearly budgets as well as cumulative budgets.

4. What happens if I enter a PSRS and click the Electronic Approvals radio button, then find out that one of our approvers is out of the office and won’t be able to approve?
   - The automated notification email will only go to the approvers that are selected; however, the person entering the PSRS can forward the notification email to or otherwise alert the alternate approver. The alternate approver will be able to view the PSRS from his or her queue.

5. Can approvers log in to EA using a smartphone or tablet? Is there an app that can be downloaded?
   - If the user has Web browsing capabilities, he or she should be able to log in to EA using a smartphone or tablet. Of course, service plans, service providers and location can make a difference as to whether or not the user is able to approve with a device. There is not an app for the PeopleSoft Grants Module or the EA functionality.

6. Will OSPA refuse to submit our proposal if one of our approvers is not able to sign in to EA from his or her location?
   - Approvals are an internal requirement. As with our current process, we will evaluate each situation on a case by case basis.

7. Will each approver and the person entering the PSRS receive emails each time an approver indicates his/her approval in EA?
   - No. However, once all approvals are received, the person entering the PSRS will be notified by email.

8. If there’s a change in the proposal, will a new EA need to be generated and new approvals obtained?
PeopleSoft ePSRS (Electronic Approvals) FAQs

- To address a major change after the EA has been routed, the DRA and OSPA will have the ability to make corrections and regenerate the EA page. Anyone who approved prior to the changes will need to re-approve.

9. Will we have the capability to print a PSRS for our files?
   - Yes. However, the official record of approval will be in PeopleSoft by way of the EA functionality.

10. Will the Request for University Contribution (RUC) procedure be incorporated into EA?
    - At this time, there is no change to the current RUC procedure. Departments are encouraged to upload fully-approved RUCs to the EA attachments as part of the proposal package but should not utilize EA to route the RUC for signature.

11. How will multi-business-unit proposals be handled using EA?
    - There will be no difference in how we obtain our approvals here at MU. Once all approvals are obtained, either MU OSPA or the DRA can notify the other campus that the approvals are in PS. There is no requirement to send a copy of the approvals page to the other campus.

12. Will a reference manual be made available to the campus community?
    - At this time a Quick Reference Guide is under construction. The guide will not be available for testing purposes, but will be available when ePSRS goes live.

13. Will new electronic approvals be required for minor changes to the PSRS (i.e. incorrect DeptID)?
    - There is no change in our procedures for when a signature is required at this time. Typically major changes (i.e. budget increase or decrease by 10%) require new approvals. This means that if approvals have been obtained and a major change is made, new approvals are required. For a minor change, please work within your department and your OSPA SGCA to determine on a case by case basis whether new approvals are necessary.

14. Will an approver receive system generated reminders if he or she has not approved?
    - PeopleSoft will generate one reminder email, however given the nature of proposal submission deadlines departmental follow up is advisable.