OSPA PI Tracking Report Instructions

Investigators now have a way to track their own eIAF routing. The directions below explain how to view your workflow status on any eIAF in the system. If you are having any issue, please contact your College Grants Officer for assistance.

1. Log on to myUK portal
2. Select ‘Enterprise Services’
3. Select ‘Workflow’
4. Select the OSPA PI Tracking Report from the listing
5. Select any of the following options to review the eIAF routing
   • Notification Number – can be entered as * and last four digits of the number
   • Date Submitted
   • LinkBlue ID
6. Click on the Execute icon located in screen shot below (red arrow)

Once a specific notification number has been selected, execute the notification number.
OSPA PI Tracking Report Instructions

In the **Status text** column find the word **Ready**. Right next to this column is **Last agent** column. Locate the word **Information**. Once you click on **information**, a box comes up and gives you the name and position of the person workflow is waiting on for review/certification.

---

Workflow will process as follows:

1. College Grants Officer (CGO) is notified that the e-IAF has been submitted
2. Submitter adds attachments (if not PI)
3. PI certifies
4. College Grants Officer of PI reviews (CGO for Alternate Dept if filled in, then CGO of primary organization unit)
5. Additional Investigators certify
6. 1st level reviews and approves if appropriate. This could be the Chair, Center Director, ADR, etc. depending on the approval flow for this particular work item.
7. If Additional Investigators are in a different college from PI, their CGO reviews
8. 2nd level reviews and approves if appropriate. This could be the Center Director, ADR, Dean, etc. depending on the approval flow for the particular work item.
9. PI is notified by email that all approvals are completed
10. OSPA is notified by email that all approvals are completed

Each step must be completed before workflow can move on to the next step. For example, all the Co-Investigators must complete their certifications before workflow will be released to go to the 1st level reviewers (chairs).