

**Office of Senior Vice President for Research
Office of Research Information Systems**

Central Administration Matching Funds

User Guide

Job Queue Instructions for Request Forms

Penn State IT, Digital Optimization

Version 1.0

February 20, 2024

Overview

In 2024, the Penn State IT Digital Optimization team, at the direction of the Office of Senior Vice President for Research, Office of Research Information Systems, created electronic forms to replace the following paper forms.

- Request for Central Administration Matching Funds – Other
- Request for Central Administration Matching Funds – Equipment
- Request for Central Administration Matching Funds Assistantships/Traineeships

This user guide provides the **Job Queue Instructions for Request Forms** to assist reviewers/approvers through the steps required to complete the following new electronic eForms for Matching Funds requests. (Form samples are shown at the [end of this document](#).)

- Central Administration Matching Funds – Other
- Central Administration Matching Funds – Equipment
- Central Administration Matching Funds – Assistantships/Traineeships

All forms follow the same path within the business process workflow for securing approvals:

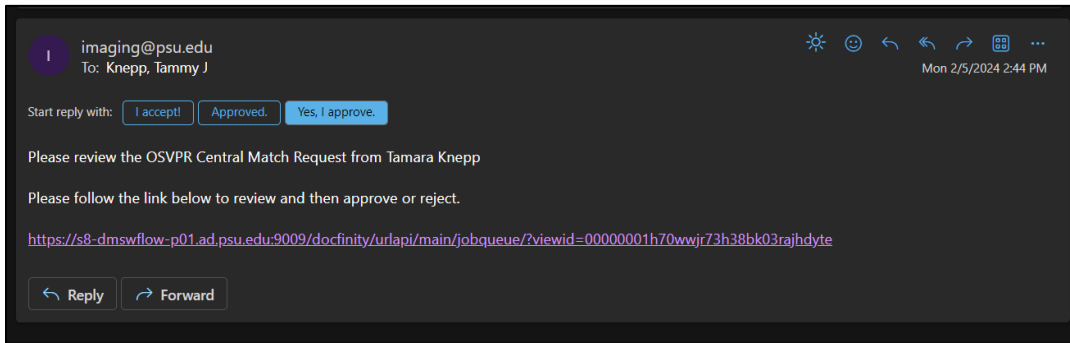
- Dean/Director
- OSVPR Approver
- Sr VP for Research

Each reviewer/approver has the capability to reject the request. Any rejected form is returned to the submitter with an option to edit and resubmit, or cancel.

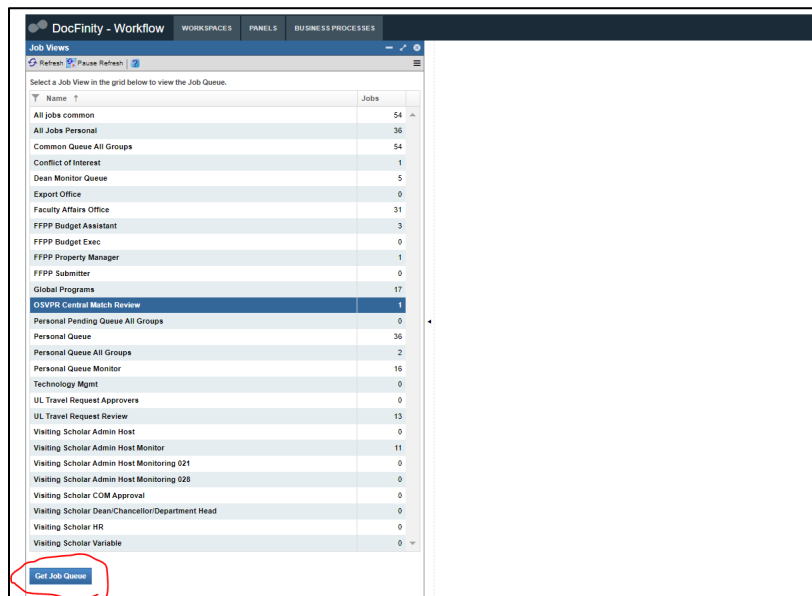
The requester of Central Administration Matching Funds completes the appropriate request form, based on their needs, via the URL located on the OSVPR website.

When the requester completes and submits the form, a business process workflow for the approval of their request begins and an email is sent to the Dean/Director as the first reviewer/approver.

1. Each reviewer/approver within the workflow is sent the following email, when the form progresses to their step in the flow, as notification for needed review and action of the request.

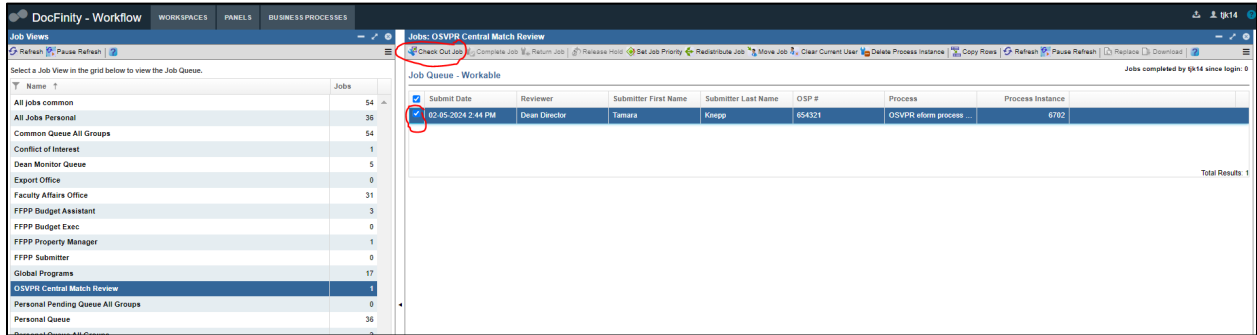


2. The email displays the submitter of the form and provides a link into the DocFinity system (requires PSU VPN), which handles the workflow for processing the request document.
3. When the link is clicked, the user will be taken to the *Job Views* workspace and a list of *Job Queue* names. (Note: only a couple job names may be listed.)

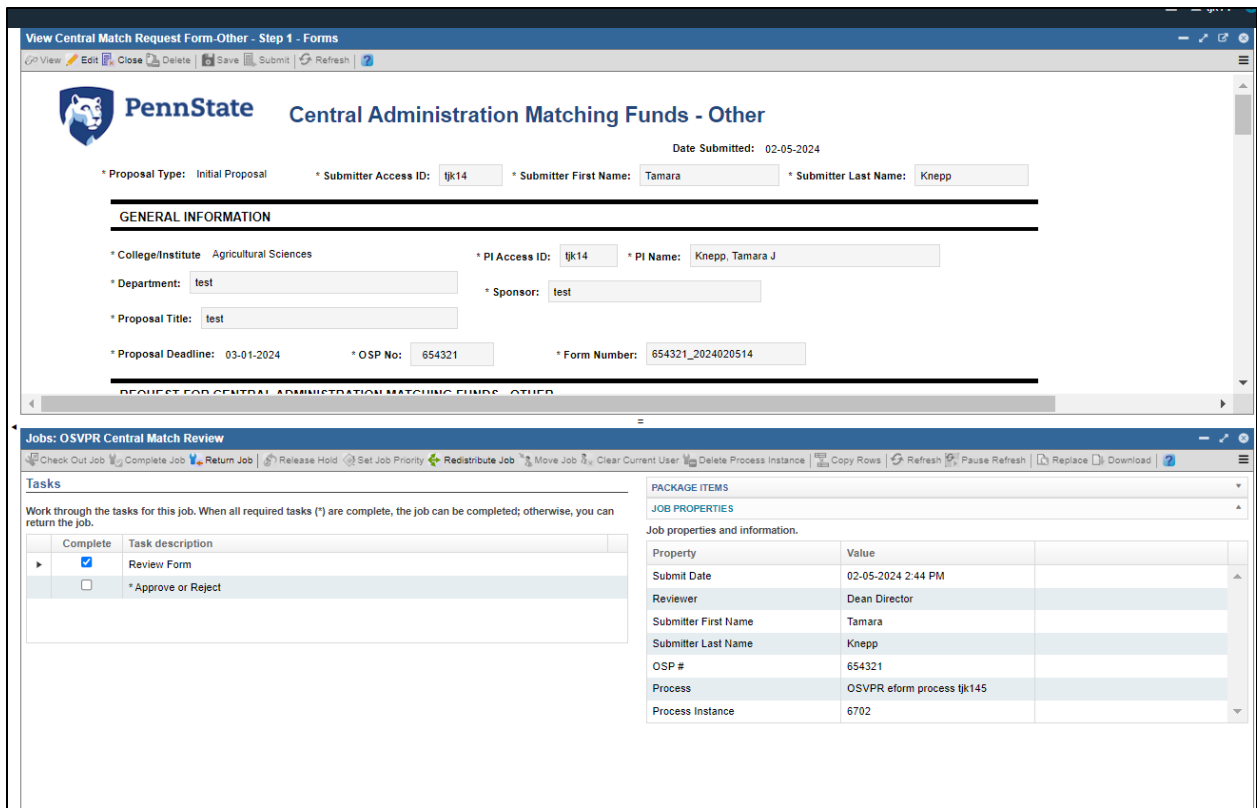


4. Select the **OSVPR Central Match Review** Job Queue name and click on the **Get Job Queue** button at the bottom.



- A new *Job Queue* panel will open for the *OSVPR Central Match Review*, showing a list of forms requiring review/approval.

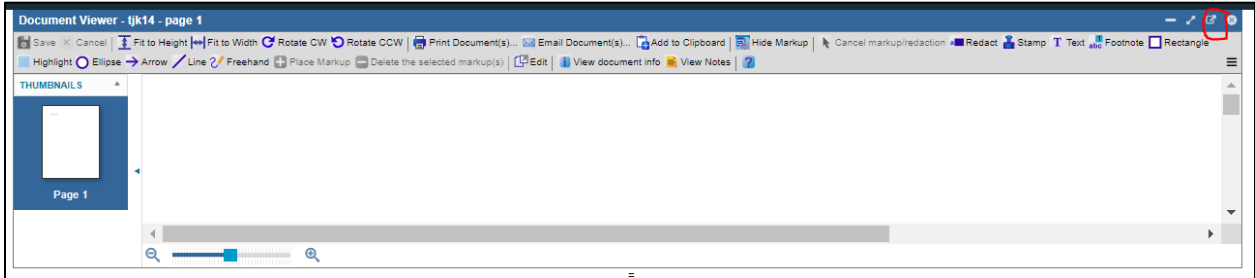


- Select the **checkbox** next to (or double click) the form to be reviewed and click **Check Out Job** from the menu at the top of the panel.
- Once the job is checked out, a *View* panel will open to see the form, and a *Tasks* panel will appear with tasks that need to be completed.

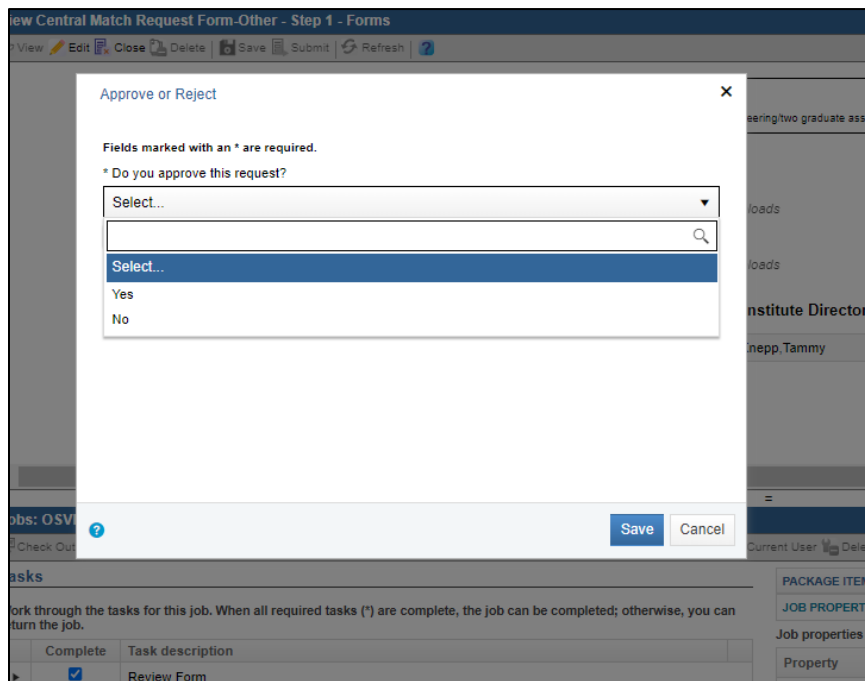


- Review the form, including any attachments.
 - Clicking on an **attachment** in the form will open it in a new *Viewer* window.

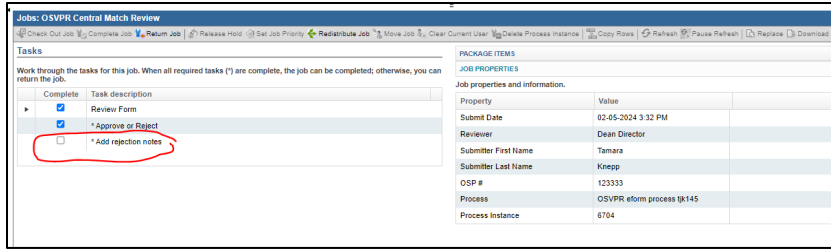
- b. To “pop out” the attachment to see it in full screen, click the **Open in New Window** icon  in the top right corner. (Click  to pop it back in.)



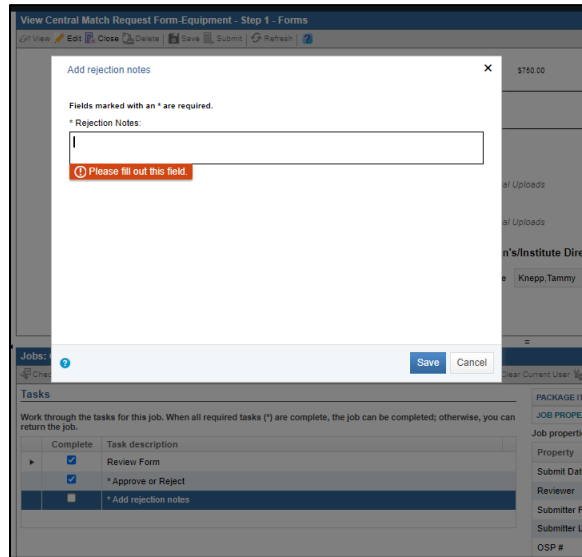
- 9. After completing the review of the form and attachments, select the **Approve or Reject** task description line.
 - a. A pop-up window displays to allow the selection of **Yes** to approve or **No** to reject the form.



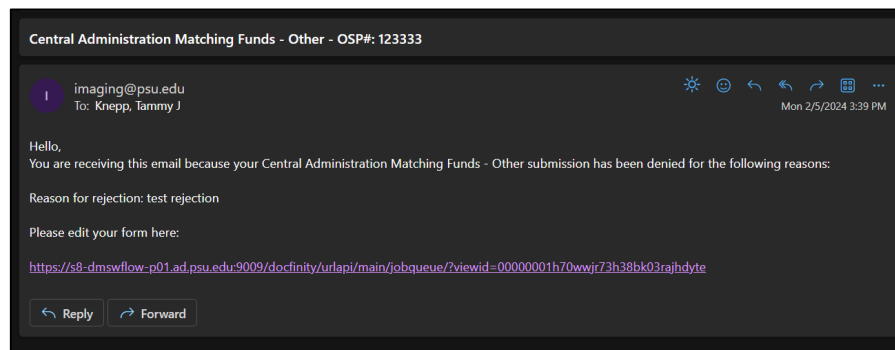
- b. Selecting **Yes** and clicking the **Save** button will close the form and move it on to the next reviewer/approver which repeats the steps starting at #1 above.
 - i. Note: If the final reviewer/approver has just completed this step, the process to request the funds ends and an approval email is sent.
- c. Selecting **No** and clicking the **Save** button will open a new task “Add rejection notes” under the *Tasks*.



d. Selecting this task will display a new pop-up window.



- i. Enter notes in the *Rejection Notes* box and click **Save**.
- ii. The form will automatically close and send an email back to the submitter, including notes from the *Rejection Notes* box.



- iii. When the submitter receives the email and goes back into the request, options will be available to make changes to the form and resubmit, or cancel.

- Sample – Central Administration Matching Funds - Other

PennState Central Administration Matching Funds - Other

Date Submitted: 02-16-2024

* Proposal Type: * Submitter Access ID: * Submitter First Name: * Submitter Last Name:

GENERAL INFORMATION

* College/Institute * PI Access ID: * PI Name:

* Department: * Sponsor:

* Proposal Title:

* Proposal Deadline: * OSP No: * Form Number:

REQUEST FOR CENTRAL ADMINISTRATION MATCHING FUNDS - OTHER

Instructions: For Central matching funds, you must:

- (1) complete all sections of this form
- (2) attach the proposal budget
- (3) attach a memo that provides details on the match request including specific uses of funds (i.e., renovations, graduate assistantships, salaries, equipment, etc.)
- (4) secure your Research Dean's/Institute Director's signature

* Amount of Match Required by the Sponsor: % * Cost Share Type: * Start Calculation Fiscal Year:

Budget Period:*

* Begin: * End:

* Total Months: * * *

Matching Recommendation	1	2	3	4	5	6	7	TOTAL \$
Sponsor w/o F&A	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Sponsor Total F&A	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Central	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Central	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Central	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

College/Institute/Dept Match

**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
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**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
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**	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

TOTALS

	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
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* Identify the use of matching funds (i.e., renovations, salary of staff assistant, etc.)

**Identify the College/Institute/Department and the use of matching funds (i.e., College of Science/renovations, College of Engineeringtwo graduate assistantships, etc.)

Attach documents here:

* Upload proposed budget

* Upload details memo

Additional Uploads

Additional Uploads

Upon submission this form and it's attachments will be sent to the Research Dean's/Institute Director below for signature:

* Research Dean's/Institute Director's Access ID * Dean/Director Name

Submit For Approvals

- Sample - Central Administration Matching Funds – Equipment

PennState Central Administration Matching Funds - Equipment

Date Submitted:

* Proposal Type:

* Submitter Access ID:

* Submitter First Name:

* Submitter Last Name:

GENERAL INFORMATION

* College/Institute:

* PI Access ID:

* PI Name:

* Department:

* Sponsor:

* Proposal Title:

* Proposal Deadline:

* OSP No:

* Form Number:

REQUEST FOR CENTRAL ADMINISTRATION MATCHING FUNDS - EQUIPMENT

Instructions: For Central matching funds, you must:

- (1) complete all sections of this form
- (2) attach the proposal budget, equipment list, and vendor's quote
- (3) secure your Research Dean's/Institute Director's signature

* Amount of Match Required by the Sponsor: %

* Cost Share Type:

Start Calculation Fiscal Year:

Budget Period:*
 * Begin:

		1	2	3	4	5	6	7	
* Total Months	<input type="text"/>								
Cost Share Percentage	<input type="text" value="MM-DD-YYYY"/>								
Matching Recommendation	<input type="text" value="MM-DD-YYYY"/>								TOTAL \$
Sponsor	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Central*	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
College/Institute/Dept Match									
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<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
TOTALS	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

* Equal to college/institute/department match; must exceed \$10,000 annually

Attach documents here:

* Upload proposed budget

Additional Uploads

* Upload details memo

Additional Uploads

Upon submission this form and it's attachments will be sent to the Research Dean's/Institute Director below for signature:

* Research Dean's/Institute Director's Access ID:

* Dean/Director Name:

Submit For Approvals

8

- Sample - Central Administration Matching Funds – Assistantships/Traineeships

PennState Central Administration Matching Funds - Assistantships/Traineeships

Date Submitted:

* Proposal Type: * Submitter Access ID: * Submitter First Name: * Submitter Last Name:

GENERAL INFORMATION

* College/Institute * PI Access ID: * PI Name:

* Department: * Sponsor:

* Proposal Title: Number of students/year on project:

* Proposal Deadline: * OSP No: * Form Number:

REQUEST FOR CENTRAL ADMINISTRATION MATCHING FUNDS - ASSISTANTSHIPS/TRAINEE SHIPS

Instructions: For Central matching funds, you must:

- (1) complete all sections of this form
- (2) attach the proposal budget
- (3) attach a budget outlining only the sponsor's GA expenses
- (4) secure your Research Dean's/Institute Director's signature

* Amount of Match Required by the Sponsor: % * Cost Share Type: Start Calculation Fiscal Year:

Matching funds request based on:

Budget Period:*

* Begin:

	1	2	3	4	5	6	7
* Total Months	<input type="text"/>	<input type="text" value="MM-DD-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Matching Recommendation	<input type="text" value="MM-DD-YYYY"/>						

									TOTAL \$
Sponsor's GA Support w/o F&A	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Sponsor's F&A on GA(s)	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Central* <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

College/Institute/Dept Match

<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
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Total College/Institute/Dept Match	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

* Equal to college/institute/department match; must exceed \$10,000 annually

Attach documents here:

* Upload proposed budget Additional Uploads

* Upload details memo Additional Uploads

Upon submission this form and it's attachments will be sent to the Research Dean's/Institute Director below for signature:

* Research Dean's/Institute Director's Access ID * Dean/Director Name

Submit For Approvals

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