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 **Submitter Instructions for Rejected Forms** to assist submitters 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.

![Email Example](image1)

2. The email displays the submitter of the form and provides a link into the DocFinity system which handles the workflow for processing the request document.

3. The workflow will continue through the system to the OSVPR Approver and the Sr VP for Research; when the form has completed the path and is approved, the submitter will receive an email.

![Email Example](image2)
4. If, at any point along the workflow, the form is rejected, the submitter will receive an email indicating the reason for rejection.

5. Along with the rejection reason, the email will also provide a link into the DocFinity system (requires PSU VPN) with the option to edit the form and resubmit, or cancel the form.

6. 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.)

7. Select the OSVPR Central Match Review Job Queue name and click on the Get Job Queue button at the bottom.
8. A new Job Queue panel will open for the OSVPR Central Match Review, showing the rejected form requiring attention.

9. 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.

10. 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.
11. Review the form, including any attachments; attachments can also be added/deleted.
   a. After making any changes necessary, click **Save** on the menu bar.
   ![Form with Save button highlighted]
   b. Clicking on an attachment in the form will open it in a new **Viewer** window.
   c. 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.)
   ![Document Viewer]

12. After completing edits of the form and attachments, select **Submitter Resubmit** in the **Tasks**.
   a. A pop-up window displays to allow the selection of **Yes** to resubmit this form or **No** to not resubmit the form.
   ![Submitter Resubmit pop-up window]
b. Selecting **Yes** and then clicking the **Save** button will add a new task to change the Proposal Type to Revised Proposal.

   i. Select **Change Proposal Type to “Revised Proposal”** in the **Tasks** panel and then locate the **Proposal Type** field. In the drop-down, change **Initial Proposal** to **Revised Proposal**.

   ![Screenshot of the form with proposal type change highlighted]

   ii. Click the **Save** button in the **Edit** panel at the top of the form.

   iii. The form will close and be resubmitted to the Dean/Director to follow through the approval process again.

c. If the form should not be resubmitted, select **No** and then click the **Save** button; locate and select the **Complete Job** in the menu bar.

   i. The form will automatically close and the process will terminate. No further notifications are sent.
Sample – Central Administration Matching Funds - Other

**Central Administration Matching Funds - Other**

**General Information**

- Proposal Type: [Select]
- Submitter Access ID:
- Submitter First Name:
- Submitter Last Name:

**Proposal Title:**

**Process Deadline:**

**OSP R#**

**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 (e.g., renovations, graduate assistantships, salaries, equipment, etc.).
4. Secure your Research Director’s signature.

**Amount of Match Required by the Sponsor:**

- % Cost Share Type: [Select]
- Start Calculation Fiscal Year: [Select]

**Budget Period:**

- Begin: [YYYY-MM-DD]
- Total Months: [Select]

**Matching Recommendation**

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<th>Month</th>
<th>Sponsor match</th>
<th>Sponsor total F&amp;A</th>
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</tr>
</tbody>
</table>

**TOTAL: $0.00**

*Identify the use of matching funds (e.g., renovations, salary of staff assistant, etc.).

**Attach documents here:**

- Choose File: *Upload proposed budget
- Choose File: *Upload details memo
- Choose File: Additional Uploads
- Choose File: Additional Uploads

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

- Research Director/Institute Director’s Access ID
- Director/Institute Name

[Submit For Approvals]
- Sample - Central Administration Matching Funds – Equipment

![Central Administration Matching Funds - Equipment form](image-url)
Central Administration Matching Funds - Assistantships/Traineeships

**GENERAL INFORMATION**

- **Proposer Type**: Select
- **Submitter Access ID**: 
- **Submitter First Name**: 
- **Submitter Last Name**: 

**REQUEST FOR CENTRAL ADMINISTRATION MATCHING FUNDS - ASSISTANTSHIPS/TRAINEEHIPS**

Instructions: For Central matching funds, you must:

1. Complete all sections of the form
2. Attach the proposal budget
3. Attach a budget outlining only the sponsor's G&A expenses
4. Provide your Research Dean/Institute Director's signature.

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

**Matching Funds request based on**

- **Budget Period**: (Select)
- **Total Months**: (Select)

**Matching Recommendation**

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<thead>
<tr>
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<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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</thead>
<tbody>
<tr>
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| Sponsor's G&A Support w/o F&A | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Sponsor's F&A on G&A(s)       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Current                      | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

**Total College/Institute/Dept Match**

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</tbody>
</table>

* Equivalent to college/institutional match must exceed $10,000 annually.

**Attach documents here:**

- Choose File: Upload proposal budget
- Choose File: Additional Uploads
- Choose File: Upload details memo
- Choose File: Additional Uploads

Upon submission this form and its attachments will be sent to the Research Dean/Institute Director below for signature.

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

Submit For Approvals