



HS SPPO New Review Process

Aug. 1, 2017

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Agenda

- OnBase Review
- New HS SPPO Review Process
 - Single Project (ex. R01)
 - Multi-Project (ex. Program Project)
- Dept. Pre-Award Form
- Benefits
- Considerations
- Timeline
- Questions

OnBase Review

- Commercial application used in many public and private environments
- VCHS utilizes OnBase for:
 - Document Management
 - Workflow
 - Reporting
- HS SPPO will be utilizing OnBase to standardize and streamline their review process.

New HS SPPO Review Process

- All clients that work with HS SPPO will receive one standardized email with suggested corrections for the following types of review:
 - Full Review
 - Cursory Review
- Email will contain a link to a web form.
- Click on the link and review the corrections
- If the proposal is submitted “As Is” you will receive an email but there will be NO link to view suggested corrections.

HS SPPO Review Email

Hi JANE DOE,

I have finished reviewing your proposal and I have suggested corrections and/or questions for you. Please click on the link below to view the Submission Review Form.

ePD #: 00007197

PI Name: MALI, PRASHANT GULAB RAM

Sponsor Name: MUSCULAR DYSTROPHY ASSOCIATION, INC.

Type of HS SPPO Review: CURSORY REVIEW

Submission Review Form: <http://AHS-OBWEB-QA/AppNet/docpop/docpop.aspx?docid=15390&chksum=ec9bbf8a56a9c50846553430ea464e5de350e2299957ea579dd671edfc0a2109>

(Please note that you need to connect to UCSD VPN to view the document on laptops)

Thank you,

Rachel Cook

Sponsored Project Pre-Award Office
UC San Diego Health Sciences
9500 Gilman Drive, # 0041
La Jolla, California 92093-0041
858-822-4109 / vchsgroups@ucsd.edu
hsspou.ucsd.edu

HS SPPO Email and Review for Single Project

(ex. R01)

ePD #: 00007197

Type of Project: Single <http://AHS-OBWEB->

[QA/AppNet/docpop/docpop.aspx?docid=15526&chksum=e6dea10b2fd64a6c45cf6d438836a49d2cf886dd2a900f946249020861f629](http://AHS-OBWEB-QA/AppNet/docpop/docpop.aspx?docid=15526&chksum=e6dea10b2fd64a6c45cf6d438836a49d2cf886dd2a900f946249020861f629)

HS SPPO Email and Review for Multiple Project

(ex. Program Project)

ePD #: 00006459

Type of Project: Multi

[\[QA/AppNet/docpop/docpop.aspx?docid=15535&chksum=be18053c87594411e138723ee8193d755f502a2ead1cfdc36c4d0f228ba2f1f2\]\(http://AHS-OBWEB-QA/AppNet/docpop/docpop.aspx?docid=15535&chksum=be18053c87594411e138723ee8193d755f502a2ead1cfdc36c4d0f228ba2f1f2\)](http://AHS-OBWEB-</u></p></div><div data-bbox=)

HS SPPO Review Form – Dept. Options

- Dept. Pre-Award contact can use the HS SPPO review form to:
 1. Select the completed box so they know the work is completed.

COVER PAGE

Reviewed Corrections Needed

HS SPPO Comments

4a- remove no grant # for new submission.
5- missing the "s" in Sciences.
19- division should be School of Medicine.
21- move the email from page 2 to page 1; remove study assignment request.

Completed

Fund Manager Comments

2. Make comments

(these are internal comments only for the fund manager or dept. pre award person) All communication from the dept. to HS SPPO will NOT change.

Still contact your HS SPPO Analyst via email or phone with questions.

Your HS SPPO Analyst CAN NOT SEE your comments!

Benefits

- One streamlined and standardized review process for all HS SPPO clients
- Reporting
 - Ability to run reports by departments, HS SPPO Analysts and fund managers
- Training
 - Ability to provided targeted Pre-Award training based on where corrections are needed the most

Considerations

- The communication you have with your HS SPPO analyst will NOT change
- This process is for providing Pre-Award corrections before the proposal is submitted
- HS SPPO analyst(s) may request additional information outside of this form.

Timeline

- Launches – August 2017
- An email will be send to all HS SPPO contacts before the new process launches



Next Meeting

Aug. 1 2017

A photograph of a classroom with a green chalkboard. Several hands are raised in the air, indicating an interactive session or a Q&A period. The hands are in various positions, some fully open and some partially raised. The background is a solid green color.

Questions?