

## ePAF Process Map

### Purpose of Process:

The electronic Proposal Approval Form (ePAF) workflow process is used to request the approval of department chairs, deans, and campus administrative officials for the activity proposed by their faculty or staff as required by CSU Chancellor's Office and Sacramento State policies ([ICSUAM 11000](#) and [ACA-152](#)). ePAFs must be completed for all new grant and contract proposals, and for amendments and supplements that add funds to existing awards. In signing, approvers acknowledge receipt of information about the proposed project and indicate approval to submit the proposal to the funding agency. See [ePAF Form Field Instructions](#) for more details about the form and the required attachments.

### Process Workflow:

- Step 1.** WEBFORM: PI completes [ePAF webform](#) to the best of their ability and submits to OnBase.
- Step 2.** ONBASE: PI logs in to OnBase, makes any necessary changes to the ePAF form, uploads the necessary attachments and clicks "Forward PAF to ORIED".
- Step 3.** ONBASE: The ORIED point of contact reviews the ePAF form in OnBase, makes any necessary updates to the form and/or uploaded attachments.
- Step 4.** ONBASE: ORIED point of contact clicks **Standard Notification** to send ePAF notice to:
- ORIED Associate Director
  - ORIED Research Integrity and Compliance Officer(s)
  - UEI SPA Account Analysts
- These individuals each review ePAF and add a Note in OnBase indicating date of their review and any comments.
- Step 5.** ONBASE: As applicable, ORIED point of contact clicks **FYI Notification** as appropriate to the following:
- SPA Contracts Analyst
  - Space Management
  - IRT PMO
  - ORIEP
  - Registrar
- Step 6.** ONBASE: ORIED point of contact clicks **Prepare for Signature** indicating Adobe Sign workflow is ready to be initiated.

**Step 7.** ADOBE SIGN: ORIED point of contact selects workflow type (i.e. standard PAF Approval workflow or Expedited PAF Approval workflow), completes entry of approver email addresses, and initiates the routing of the ePAF form along with the necessary attachments to obtain the approvals required by Chancellor’s Office and campus policies and procedures ([ICSUAM 11000](#); [ACA-152](#)).

**Steps 8 – 13.** ADOBE SIGN: Approval workflows.

PAF Approval Workflow	PAF Approval Workflow EXPEDITED*
<p><b>Step 8 – PI Reviews</b></p> <ul style="list-style-type: none"> <li>Review notice sent to PI.</li> <li>PI approves or rejects.</li> <li>If approves, ePAF moves to next step. If declines, ePAF is returned to ORIED for follow up action.</li> </ul> <p><b>Step 8b – Co-PI Reviews (if applicable)</b></p> <ul style="list-style-type: none"> <li>Review notice sent to Sac State Co-PIs.</li> <li>Co-PI(s) approves or declines.</li> <li>If approves, ePAF moves to next step.</li> </ul>	<p><b>Step 8 - – AVP ORIED Reviews</b></p> <ul style="list-style-type: none"> <li>Review notice sent to AVP for Research, Innovation &amp; Econ Development (or designee).</li> <li>AVP approves, conditionally approves, or rejects.</li> <li>If approves or conditionally approves, ePAF moves to next step. If declines, ePAF is returned for ORIED for follow up action.</li> </ul>
<p><b>Step 9 – Chair/Unit Director Reviews</b></p> <ul style="list-style-type: none"> <li>If approved by PI, review notice sent to chair/director.</li> <li>Chair/unit director approves, conditionally approves, or declines.</li> <li>If approves or conditionally approves, ePAF moves to next step.</li> </ul>	<p><b>Step 9 – CFO/VP for ABA Reviews</b></p> <ul style="list-style-type: none"> <li>If approved or conditionally approved by AVP for ORIED, review notice sent to CFO (or designee).</li> <li>CRO/ABA approves, conditionally approves, or declines.</li> <li>If approves or conditionally approves, ePAF moves to next step.</li> </ul>
<p><b>Step 10 – Dean/Appropriate Admin Reviews</b></p> <ul style="list-style-type: none"> <li>If approved by chair/admin supervisor, review notice sent to Dean/Division VP (or staff pre-reviewer if applicable*).</li> <li>Approves, conditionally approves, or declines.</li> <li>If approves or conditionally approves, move to next step.</li> </ul> <p>*Staff Pre-reviewer – optional step for Deans/Admins with internal tracking or review processes.</p>	<p><b>Step 10 - PI Reviews</b></p> <ul style="list-style-type: none"> <li>If approved by CFO, review notice sent to PI.</li> <li>PI approves or declines.</li> <li>If approves or conditionally approves, ePAF moves to next step.</li> </ul> <p><b>Step 10b – Co-PI Reviews (if applicable)</b></p> <ul style="list-style-type: none"> <li>Review notice sent to Sac State Co-PIs.</li> <li>Co-PIs approve or declines.</li> <li>If approves, ePAF moves to next step.</li> </ul>

<p><b>Step 11 – AVP for ORIED Reviews</b></p> <ul style="list-style-type: none"> <li>• Review notice sent to AVP for Research, Innovation &amp; Econ Development (or designee).</li> <li>• AVP approves, conditionally approves, or declines.</li> <li>• If approves or conditionally approves, ePAF moves to next step.</li> </ul>	<p><b>Step 11– Chair/Unit Director Reviews</b></p> <ul style="list-style-type: none"> <li>• If approved by PI, review notice sent to chair/director.</li> <li>• Chair/unit directors approves, conditionally approves, or declines.</li> <li>• If approves or conditionally approves, ePAF moves to next step.</li> </ul>
<p><b>PAF Approval Workflow</b></p>	<p><b>PAF Approval Workflow EXPEDITED*</b></p>
<p><b>Step 12 – UEI SPA Reviews</b></p> <ul style="list-style-type: none"> <li>• If approved by Dean/Appropriate Admin, review notice sent to UEI Director of Sponsored Programs (or designee)</li> <li>• SPA approves, conditionally approves, or declines.</li> <li>• If approves or conditionally approves, ePAF moves to next step.</li> </ul>	<p><b>Step 12 – Dean/Appropriate Admin Reviews</b></p> <ul style="list-style-type: none"> <li>• If approved by chair/admin supervisor, review notice sent to Dean/Division VP (or staff pre-reviewer if applicable*).</li> <li>• Approves, conditionally approves, or declines.</li> <li>• If approves or conditionally approves, move to next step.</li> </ul> <p>*Staff Pre-reviewer – optional step for Deans/Admins with internal tracking or review processes.</p>
<p><b>Step 13 – CFO/VP for ABA Reviews</b></p> <ul style="list-style-type: none"> <li>• If approved by AVP for ORIED, review notice sent to CFO (or designee).</li> <li>• CFO approves, conditionally approves, or declines to ORIED.</li> <li>• If approves or conditionally approves, approval workflow complete and ePAF moves to next step.</li> </ul>	<p><b>Step 13 – UEI SPA Reviews</b></p> <ul style="list-style-type: none"> <li>• If approved by Dean/Appropriate Admin, review notice sent to UEI Director of Sponsored Programs (or designee)</li> <li>• SPA approves, conditionally approves, or declines.</li> <li>• If approves or conditionally approves, approval workflow complete and ePAF moves to next step.</li> </ul>
<p><u>Declined ePAFs</u> are returned to ORIED for follow up action. Workflow restarted at Step 6 after clarifications/revisions are made.</p>	
<p><i>*Expedited workflow is utilized when there is a limited amount of time before the submission deadline and to ensure the approvals of the AVP for Research, Innovation, and Economic Development and the Chief Financial Officer of the university (or their designees) are obtained prior to submission of the proposal as required by ICSUAM 11000.</i></p>	

**Step 14.** ADOBE SIGN: An email notification is sent to ORIED and all parties that have signed the ePAF indicating approval to move forward with the proposal submission.

**Step 15.** ORIED and PI review the fully signed ePAF and address any conditional approvals.

**Step 16.** Proposal is finalized and submitted to the external funding agency.