



**Notes**

- The routing process in ePTF involves initiating the route and notifying each approver via email. It is the goal to make this completely electronic.
- The RACE Team Lead will route the proposal to the following reviewers for their approval:
  - PI
  - Key Personnel
  - Department Chair of PI and all Department Chairs of Key Personnel (for large departments like the Department of Medicine, authority may like with the division leader)
  - Senior Administrator for PI and all Senior Administrators for Key Personnel
  - JMC Finance if cost sharing is identified in the budget
 Each approver can either approve or deny the proposal. If any approver rejects the proposal, the RACE Grants Administrator will work with the PI to make the necessary updates.
- If errors are present, proposal is sent back to RACE for updates.