|  |  |  |  |
| --- | --- | --- | --- |
| **Routing Step** | **Who Can Edit?** | **For Principal Investigators Working with a Hub** | **For Principal Investigators Working without a Hub** |
| Submitted for Pre-Review | Anyone with access to the record | By Hub, PI, or Department | By PI, or Department |
|  |  |  |  |
| Submitted for Final Review | Hub and ORA | By Hub, PI, or Department | By PI, or Department |
| Step 1 | Hub and ORA | Hub Notification |  |
| Step 2 | Hub and ORA | PI Certification/Approval | PI Certification/Approval |
| Step 3 | Hub and ORA | Other Investigators (if Applicable) Notified; no action needed | Other Investigators (if Applicable) Notified; no action needed |
| Step 4 | Hub and ORA | Department Head(s) Approval; approvals in parallel if more than one | Department Head(s) Approval; approvals in parallel if more than one |
| Step 5 | Hub and ORA | Center and/or Cluster Approval(s) (if applicable) | Center and/or Cluster Approval(s) (if applicable) |
| Step 6 | Hub and ORA | College Approval(s); approvals in parallel if more than one | College Approval(s); approvals in parallel if more than one |
| Step 7 | Hub and ORA | Departmental/Hub Admin |  |
| Step 8 | Hub and ORA | ORA Approval | ORA Approval |
| Step 9 | ORA | Completed Review Notification sent to Hub & PI | Completed Review Notification sent to PI |

**NOTE: The proposal should NOT come to ORA’s queue for review until ALL documents are in the FINAL state.**

This means, for those submissions working with a Hub, the Departmental/Hub Admin should only approve the proposal once ALL documents are in the FINAL state.

For those submissions working without a Hub, the College in which the project’s administrative department is housed (Lead PI’s college) should only approve the proposal once ALL documents are in the FINAL state.