



# **PeopleSoft Grants Module (PSGM) and Electronic Proposal Signature Routing Sheet (ePSRS)**

*Sponsored Programs Certificate Series*



University of Missouri



The background of the slide features a low-angle shot of a large, ornate building with a prominent dome, likely a state capitol building. The sky is a clear, bright blue. In the foreground, the out-of-focus branches and leaves of trees with yellow and orange autumn foliage are visible, framing the top and right sides of the image. A semi-transparent white rectangular box with a thin orange border is centered over the image, containing the text.

# Session Facilitators:

**Megan Faulkner**

Pre-Award Manager

Sponsored Programs Administration

**Callie Gates**

Pre-Award Grant Proposal Manager

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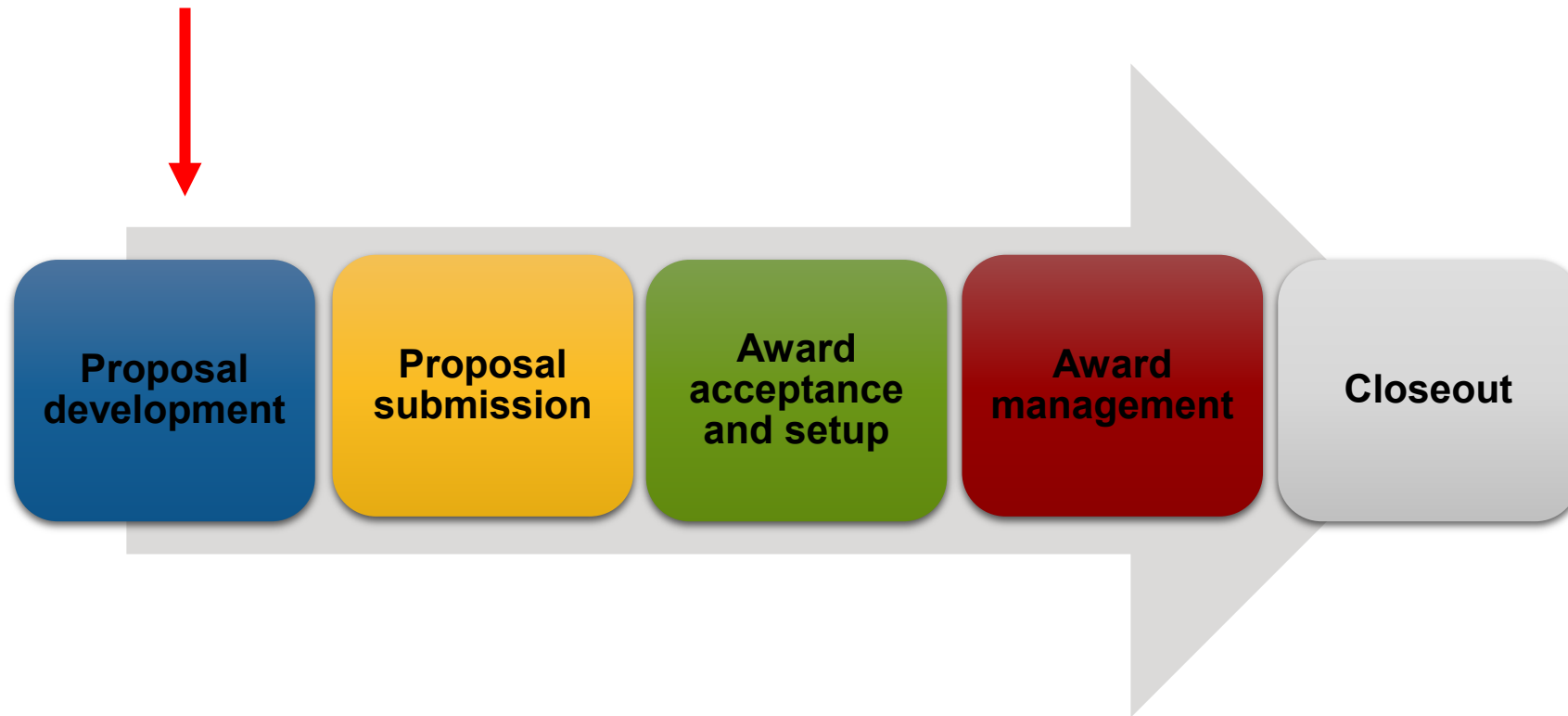


# Session Objectives

- Discuss the purpose of the ePSRS.
- Identify proposal information needed from the PI, other project personnel, and collaborating units in order to complete the ePSRS.
- Review the electronic approval process.
- Address common errors



# Award Cycle



# Proposal Development

Division/Department	Sponsored Programs Administration (SPA)	Division of Research, Innovation, & Impact (DRII)	UM System
<ul style="list-style-type: none"><li>• PI, Co-PIs, Collaborators</li><li>• Administrator and/or Grant Writer</li><li>• Chair</li><li>• Dean</li></ul>	<ul style="list-style-type: none"><li>• Senior Grants and Contracts Administrator (SGCA)</li><li>• Authorized Representative</li></ul>	<ul style="list-style-type: none"><li>• Compliance Office</li><li>• Technology Advancement</li><li>• Foundation Relations</li><li>• IRB</li><li>• ACUC</li><li>• Research Core Facilities</li><li>• Internal Grants and Programs</li></ul>	<ul style="list-style-type: none"><li>• Office of General Counsel (OGC)</li><li>• Division of Information Technology (DoIT)</li><li>• Environmental Health and Safety (EHS)</li></ul>





# What is an ePSRS?

The ePSRS is **essential** for proposal submission!

- Contains detailed information regarding the proposal
- Identifies any compliance requirements
- Contains required approvals
- Provides data to everyone from the Chancellor to the Department Personnel



# How to Locate PeopleSoft Grants Module

Go to <https://webapps.umsystem.edu/>  
Click **LOG IN** under **WEB APPLICATIONS**

- On the next page, select **FIN Production-FSPRD**



Please select from the list below to proceed. Move your cursor over each item for a description of the application.

- Cognos Budget Reports Portal
- Cognos Reporting
- FIN Authorization
- FIN CRR/ARR
- FIN Finance Structure
- FIN Financial Reports
- FIN Grant Searchable Database
- FIN Grants Pending/Current/Complit
- FIN Journal Entry
- FIN MoCode
- **FIN Production-FSPRD**
- FIN Reporting-FSRPT
- FIN Search Options
- FIN Supplier Request Form
- FIN Training Documents
- FIN Travel and Expense-HR Supervisor Rpt
- FIN Travel and Expenses
- FIN Trip Optimizer
- HR ISIT Dashboard
- HR PAF
- HR PRODUCTION Database
- HR Search Options
- HRRPT
- Hyperion Planning
- myHR
- Test
- US Bank Access Online
- Workday Planning



# Common Errors

- Filling in the F&A panel
- Choosing appropriate DeptID
  - Ensuring it matches the purpose
- Title needs to match exactly
- Missing SBIR/STTR in title when applicable
- Incorrect Due Date
  - Self vs Receipt
  - Time zone
- Missing prime sponsor
- Main sponsor and prime sponsor being flipped
- Proposal type
  - New, Resubmission, Pre-Proposal, etc.
- Missing Approvals
  - Especially important when there is cost share





# PeopleSoft Requests

## Forms to request access or permission

<https://research.missouri.edu/sponsored-programs-administration/accesses-and-permissions>

- NIH eRA Commons Registration
- PI Eligibility
- PeopleSoft Grants Module Access
- Add Budget Category/Add Keywords
- Funded Proposal Permission Request Form
- New Chartfield (DeptID) Request for Grants
- New Sponsor Request Form
- ePSRS Security Changes



# Please reach out!

**Senior Grants and Contracts Administrator  
(SGCA)**

**<https://docs.research.missouri.edu/ospa/OSPAPreAwardTeam.pdf>**

**Sponsored Programs Administration**

**[grantsdc@missouri.edu](mailto:grantsdc@missouri.edu)**



**Research, Innovation & Impact**  
University of Missouri





**Thank you!**