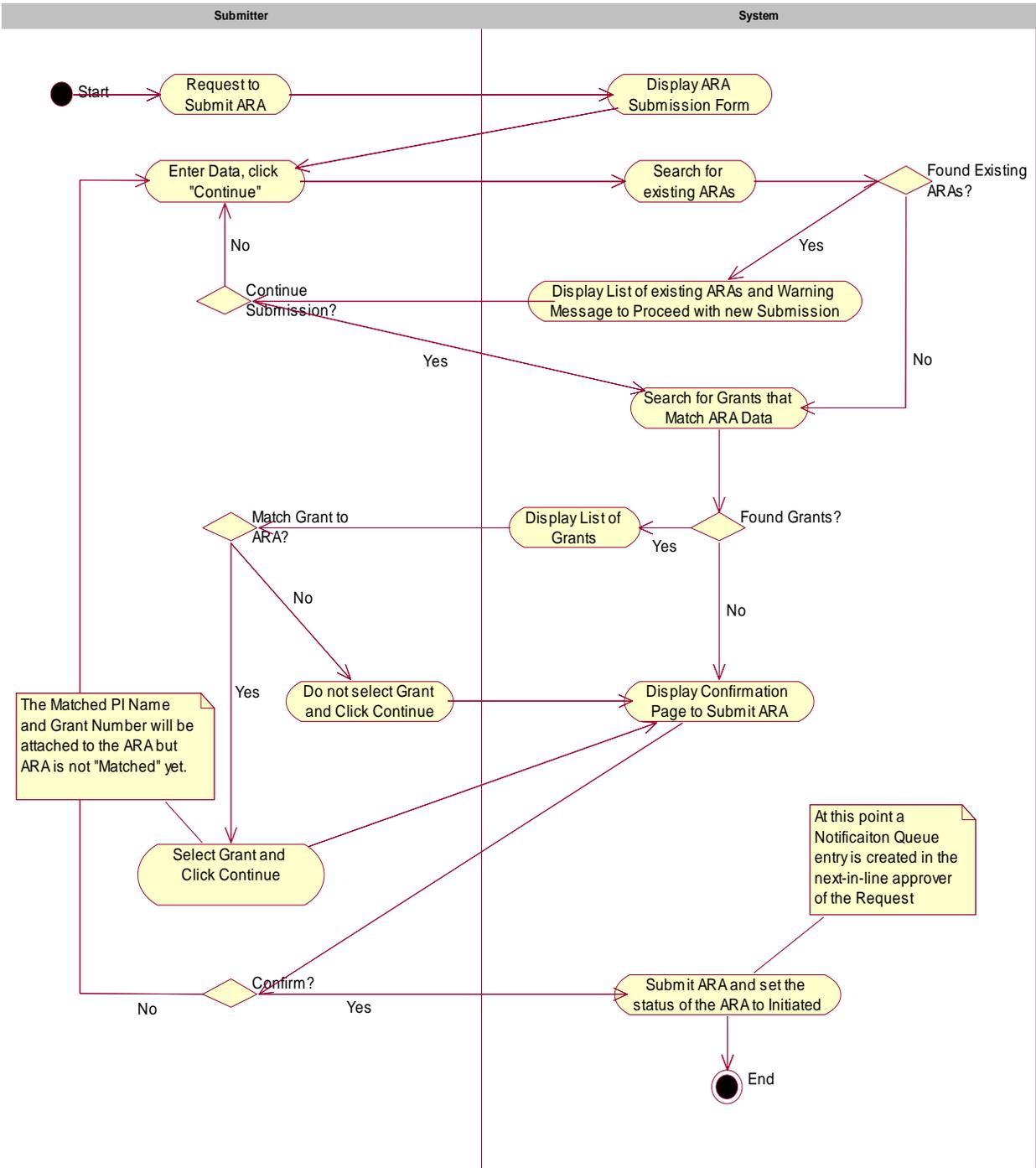


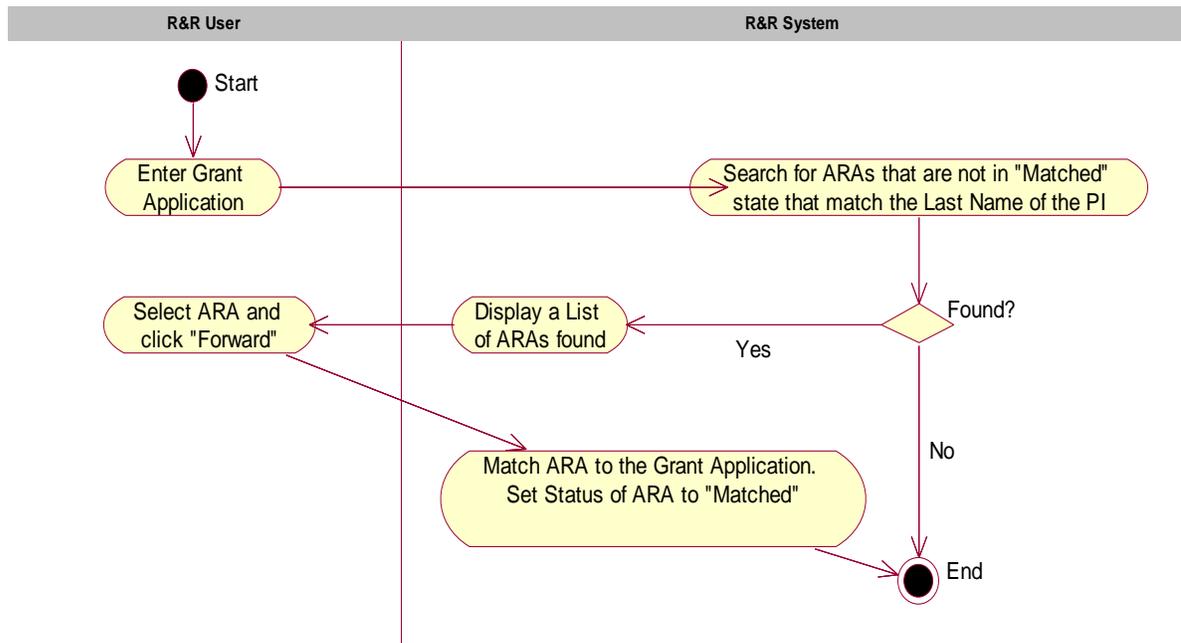
ARA Submit Process



ARA Approval Chain

Request Type	Approval Chain (Roles)	Request Status	Action Label Before action is taken	Action Label After Positive (Accept) action is taken
ARA Request	All allowable Users (SRA, IRG Chief, RL, DRR)	"None" before submission; "Submitted" after submission	Pending	Initiated
	IRG Chief (if Person who submitted a request is from CSR); otherwise RL of the IC from which Submitter is from) Note: To determine the IRG Chief, see Submitted IRG Cluster Level Access and grab IRG Chief of the cluster. If user has more than one IRG Cluster assigned, then sort IRG Chiefs by last name and take the first one.	IRG Chief (or Referral Liaison) Review	Pending	Accepted
	DRR Chief	DRR Chief Review	Pending	"Matched" if Request already Associated with real Grant. Pending Match" if request not yet associated with real Grant.

ARA Matching Process (existing R&R Process)



ARA Post-Processing Business Rules

Action	Rules
The last person within the approval chain of the ARA Request Accepts the ARA Request	<ol style="list-style-type: none"> 1. ARA Request State is set to "Pending Match" 2. ARA Request is no longer assigned to anybody 3. ARA Request data is stored in existing Data store where ARA requests are stored (see Design Constraints) <p>Note: If ARA Request already has Matched PI Name and Matched Grant Number, because Actor selected a Grant to Match at the time of ARA submission, then the last Acceptance of the Request within the approval chain (by DRR Chief) will set the Request Status to "Matched" instead of "Pending Match" as specified above.</p>
The ARA Request is matched to the Grant Application Note: This is happening in R&R and is called "Forward".	<ol style="list-style-type: none"> 1. ARA Request State is set to "Matched" 2. Matched Grant Number and Matched PI Name are populated with the Grant PI Name and Grant No. of the Grant to which the Request was matched. 3. The Grant Application ID (Appl ID) is filed within the ARA Request.

After ARA request is in "Matched" state, the Grant Folder's Event List shows the "ARA Matched" entry log with a View action to View Read-Only ARA Request Data.

Search Criteria for Existing ARA Requests when entering new ARA Request

- PI Last Name (ignore case)
- Entered Grant Number components (could be none, one or more)
- Commons PI User ID (if entered) – System should return records if ARAs submitted earlier did not have Commons PI User ID.
- System only searches for ARAs that are not in Matched state and are NOT Permanent –OR – in Matched state and ARE Permanent (permanent ARA is where Permanent ARA Check Box is checked on the ARA form).
- ARAs are ordered by ARA Date/ARA Seq Num Descending on the list of ARAs if there is more than one ARA in the list.

Search Criteria for Grant Applications when entering new ARA Request

- PI Last Name of the Grant (case insensitive)
- Grant Number Fields (if entered on the ARA form)
- Grant is not Deleted
- Grant is within the Current and Last Council

Changes to R&R System

We need to modify the R&R System to allow users to view the ARA Request Data/Attachments from the list of ARAs. This can be a maintenance item and does not have to go to the Task Order.