

UM PROPOSAL SCANNING GUIDELINES-RSMAS/CORAL GABLES

SCANNING ORIGINAL PROPOSAL:

- ENTER INTO INFOED: Enter the proposal into Proposal Tracking prior to scanning. Be sure to record the InfoEd Proposal Number on the top of the UM Proposal Transmittal.
- VERIFY PI NAME: Verify the correct format and spelling of the PI's first and last name. For consistency the PI's official name from the UM Human Resources system must be used to index a scanned proposal. PI names can be checked in either DHRS or InfoEd. In InfoEd, when selecting the PI on the 610 page, confirm that the name listed matches the name on the transmittal. Or, use the list of PI names located at the scanning station to do your verification. Correct the transmittal if the PI's name does not match. Please do not use middle names, nicknames, abbreviations, etc when indexing a proposal.
- PREPARE PAGES: Prepare the proposal documents for scanning. **Be certain you have a complete copy of the proposal. This will become the official UM file.**
 1. Confirm that all pages are in the correct order. Departments should clip (not staple) proposal copies as follows:
 - UM Proposal Transmittal (must be on top)
 - Other UM required forms, as applicable (Departmental budget spreadsheet, F&A waiver, Cost Sharing, Modular Forms, etc)
 - full copy of proposal as submitted to funding agency
 - copy of Request for Proposal (RFP) or Request for Application (RFA), if applicable
 - additional documentation (correspondence, etc)
 2. Remove any clips, rubber bands, staples, etc.
 3. All post-it notes should be moved to a blank spot on the page so they do not restrict the view of any print, or if not possible place the post-it on a blank piece of paper.
 4. Paper size should be 8 ½ x 11" (not legal-size).
- COUNT: Count the total number of pages in the proposal package and record on the Scanning Log sheet.
- SCAN, STORE, & INDEX: Fan the document, and scan the entire proposal package. (If proposal exceeds 100 pages, see instructions for scanning in sections.) Index the electronic document using the UM proposal number and the PI's official name as listed in DHRS/InfoEd. Please enter the name in the format specified (Last Name, First Name, Middle Initial (if available)). Use the list of PI's located at the scanning station (black notebook), to verify the name if you haven't done so already.
- VIEW PAGES: As you scan the proposal try to follow the individual pages as they are scanned. Look for any skewed pages or possible missing pages. It is very important that all pages must be complete and fully legible as this will be the official UM file.
- CONFIRM PAGE COUNT: When scanning is completed, confirm that the total number of pages scanned matches the number of pages originally counted. If not, it may be necessary to re-scan the document and/or missing pages.

- COMPLETE SCANNING LOG SHEET: Initial the Log sheet to indicate scanning has been completed.
- INITIAL TRANSMITTAL: Initial and date the transmittal to indicate scanning has been completed. Place in the box of "Proposals to be Verified".
- WAIT THREE DAYS and RECALL AND REVIEW: At least 3 days after the document is originally scanned, verify that it has been stored correctly. Go into the system and retrieve the electronic document. View the proposal transmittal page. Confirm that the UM Proposal Number and PI Name on the scanned document matches the indexes. Do this final review at least 3 days after initial scanning has been completed. This will insure that the scanned document has been moved to a permanent storage location, and it has been backed up adequately.
- LOG SHEET: Note on the Log sheet that final review has been completed.

SCANNING AWARDS AND OTHER DOCUMENTS:

All awards and other documents to be scanned must be labeled with the account number and PI's name at the top of the document prior to scanning.

- AWARDS: Scanning an award notice is a two-step process. First, the award notice should be scanned and attached to the end of the original scanned proposal. Second, the award should be scanned and indexed separately.
- ACCOUNT NUMBER: Once an account number is issued, the document needs to be retrieved and the account number indexed.
- OTHER PROPOSAL DOCUMENTS: When received, other proposal documents (correspondence, proposal revisions, etc) should be scanned and attached to the end of the original scanned proposal. The documents should be scanned in the order they are received.

HELP:

If you need any assistance with scanning, please contact the Office of Research Information Management at 243-2314.