

LONG ISLAND UNIVERSITY

Quick Guide: Grant Routing Form

Logging in to OSPPortal (aka IRBManager)

1. Go to: <https://LIU.edu/ospportal>
2. Log in using your LIU email address and password
3. Click "Login"
4. This will bring you to the Dashboard (or homepage)

How to start and submit a grant routing xForm

1. From the Dashboard, click the xForms tab and then on "Start Other xForm"
2. Click "Proposal/Award Processing Form"
3. Follow the instructions and answer all of the form questions
4. When the form is complete, **be sure to sign and then click "Submit."** If you close the browser or save without submitting, the form will not route to the next stage.

How to find your grant routing form

To save/print a copy of a submission or xForm:

1. Click on the "xForms" tab
2. Click on the link to the form you would like to save or print (e.g., Proposal/Award Processing Form)
3. Scroll to the bottom of the form and click "More"
4. Click "View as PDF"
5. This will download a copy of the xForm that you can save or print
6. Note: you can click "Done" in the right hand menu to return to the previous page.

Finding the status of your routing form

1. Click on the "xForms" tab in the Dashboard
2. To see what stage an xForm is at, click on the "Being processed at a later stage."
3. This will show you active xForms that are being processed at a later stage that do not require action on your part (e.g., department chair signature, etc.). The stage will be listed immediately under the project title. xForms that do require action on your part will be listed under "Awaiting Your Attention" or "Unsubmitted."

Getting help

For questions about form questions and requirements, contact the Executive Director of Sponsored Projects, Mr. Michael Marino at 718-488-1413 or michael.marino@liu.edu. For questions about IRBManager, contact the IRB Administrator, Dr. Lacey Sischo, at 516-299-3591 or lacey.sischo@liu.edu.