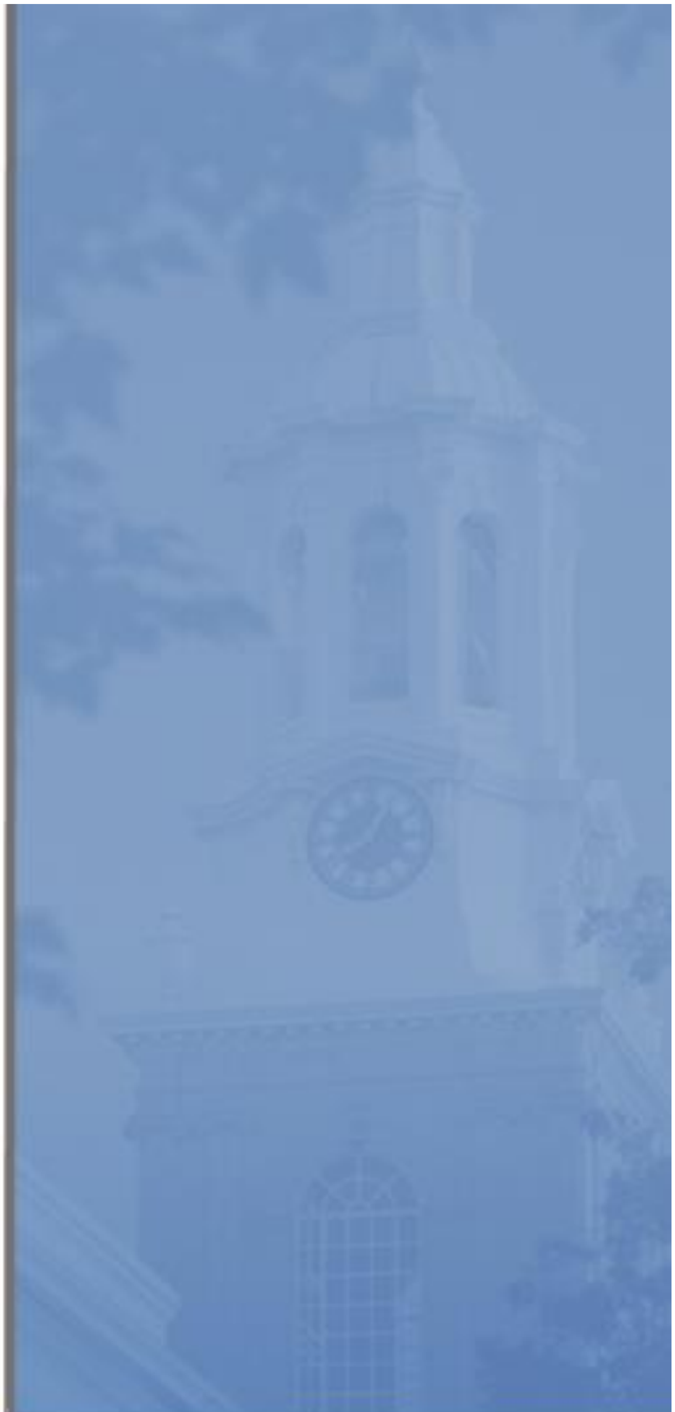
Click Portal

Agreements Module
Training Exercises

September 2016



University at Buffalo
The State University of New York

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Agreements Module Training Exercises

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Logins Required for Exercises

You will be assigned users that you will log in as to perform the training exercises. For example, if you are assigned the number 1, for exercises that require you to log in as the Principal Investigator, you log in as pi1.

Role/User	User Name	Password
Principal Investigator	pi1 – pi25	1234
Agreements Manager	amgr1 – amgr25	1234
Agreements Reviewer	arev1 – arev25	1234
Ancillary Reviewer	anc1 – anc25	1234

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Navigation Exercises

Exercise 1: Log into the Agreements Module	
Steps	**Questions**
1. Go to: https://pacsstg1.rfsuny.org/SponsoredPrograms/login 2. Log in as the *Principal Investigator* with the number you were assigned. 3. Click **Enter**.	

Exercise 2: Explore the Inbox	
Steps	**Questions**
1. Click the **SPO Tasks** tab. 2. From this tab you will see a list of all agreements that are in your *Principal Investigator's* queue that require action, and will be able to sort through them by using either the **Filter by** options, or the column headings. 3. Click on the **Name** of any agreement to open it. 4. Click **My Inbox** (on the upper right) to return to the Inbox.	What is the difference between the Compliance and SPO Tasks tabs?

Exercise 3: Explore All Agreements	
Steps	**Questions**
1. In the navigation menu, click **Agreements** to go to the module. 2. From this tab you will see a list of all agreements that are in your *Principal Investigator's* queue. 3. The additional tabs will show the agreements separated by state.	On which tab can you find the following information? • Agreements that have not been submitted for review? • Agreements that have not been assigned to a reviewer?

4. Click the **Reports** link to see the types of reports available.	What types of reports are available on the Standard and Custom Reports tabs?
5. Click the **Help Center** link to see the types of user assistance available to you.	What guides and videos are available in the Help Center?
6. Click the **All Agreements** link to return to the main page in the Agreements module.	

Exercise 4: Explore the Agreements Workspace	
Steps	**Questions**
1. From All Agreements, click the **Name** of an agreement to open it.	When you first open an agreement: • Where do you find the date and time that the agreement was last updated? • Where do you find the state of the agreement? • Where do you find who submitted the agreement? • Where do you find the type of agreement?
2. On the **History** tab, review the activities that have already occurred for this agreement.	When was this agreement created and by whom?

3. Click the **Contact** tab to see the additional information available.	On which tab can you find the following information? • The activities that have already occurred for this agreement • The agreement study team members

Exercise 5: Explore the SmartForm Pages

Steps	Questions
1. From the Agreements Workspace, click the **View** (or **Edit**) **Agreement** button. 2. On the navigation bar (at the top or bottom), click the **Jump To:** drop-down menu to see the list of pages making up the agreement. **Note:** Different pages will appear depending on the type of agreement. 3. On the navigation bar, click the **Continue** button to move through all the pages. 4. On the last page, click **Finish** to return to the Agreements Workspace.	

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Pre-Submission Exercises

<table>
<tr><th colspan="2">Exercise 6: Create an Agreement</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>
You should still be logged in as the Principal Investigator from the previous exercise.

In the navigation menu, click Agreements to go to the module.
Click the Create Agreement button.
Complete the pages by entering the sample agreement.
Note: Save time by copying and pasting text from the sample agreement document to the agreement SmartForm pages.
When you get to the last page of the agreement, click Hide/Show Errors on the navigation bar to check for errors.
<ol type="a">
If an error appears on the Error/Warning Messages pane, click the Jump To: link and update any required fields that were missed. Next, go to the last page and click Finish.
If no errors were found, on the last page, click Finish.

</td><td></td></tr>
<tr><th colspan="2">Exercise 7: Submit an Agreement to Review</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>

On the Agreements Workspace, click Submit on the left.
Read the statement, and then click OK to submit the agreement for review.
Note: The agreement can be removed from review by clicking Withdraw on the left. This action will discontinue the review of the agreement.

The agreement moves to the Unassigned state.
Note: The agreement that was created in this exercise will be the one you will move through the workflow in the following exercises.
</td><td>Why is it important that the agreement cannot be edited once it has been submitted for review?</td></tr>
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Unassigned Exercises

Exercise 8: Assign an Agreements Reviewer	
Steps	**Questions**
1. Log in as the *Agreements Manager* with the number you were assigned. 2. In the navigation menu, click **Agreements** to go to the module. 3. Click the **Unassigned** tab, and locate the agreement you created. 4. Click the **Name** of the agreement. 5. From the Agreements Workspace, click **Assign Owner** on the left. 6. Select your *Agreements Reviewer* from the list. 7. Click **OK**. The agreement moves to the **Internal Review (In Review)** state.	How do you determine which Agreement Reviewer to assign to an agreement (what is your policy)?

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Ancillary Review Exercises

<table>
<tr><th colspan="2">Exercise 9: Manage Ancillary Reviews</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>
1. Log in as the Agreements Reviewer.
2. From My Inbox, click on the Name of the agreement.
3. From the Agreements Workspace, click Manage Ancillary Reviews on the left.
4. Click Add to add an Ancillary Reviewer.
5. Click the Select button for Person and select your Ancillary Reviewer. Click OK.
6. Select Yes to indicate a response is required.
7. Click OK, and then click OK again in the next window to add the Ancillary Reviewer.

Note: If you selected that a response was required, the agreement cannot move past the In Review state until the Ancillary Review is complete. Use the Notify Ancillary Reviewers activity to send a reminder notification to the Ancillary Reviewer.

The agreement does not change states.
</td><td>What tab on the Workspace lists the ancillary reviewers assigned to the agreement?</td></tr>
<tr><th colspan="2">Exercise 10: Submit an Ancillary Review</th></tr>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>
1. Log in as the Ancillary Reviewer.
2. From the Inbox, open the agreement you created.
3. From the Agreements Workspace, click Submit Ancillary Review on the left
4. Select your Ancillary Reviewer in the table.
5. Select No, to indicate that you do not have any requested changes to the proposed agreement.
6. Click OK to submit the ancillary review.

The agreement does not change states.
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Communication Exercises

Exercise 11: Log Correspondence	
Steps	**Questions**
Agreements Managers and *Reviewers* can create and update "to-do" items for an agreement, such as reminders to follow up with a reviewer or action items for a reviewer to complete. 1. Log in as the *Agreements Reviewer*. 2. From the navigation menu, click the **Agreements** tab. 3. Locate and open the agreement. 4. From the Agreements Workspace, click **Log Correspondence** on the left. 5. Enter the text "Follow up with ancillary reviewer" in the **Summary** field. 6. Select **Send notification**. 7. Do not change the assigned *Owner*. 8. Select the *Owner* in the **For person:** field. 9. Use the calendar icon to select *one week from today* as the due date. 10. Use the calendar icon to select *two days from today* as the reminder date. 11. Select the Status **Waiting on Response** from the list. 12. Select the Priority **High** from the list. 13. Add the Note "Send Ancillary Review Reminder." 14. Click **OK** to log the correspondence. The agreement does not change states.	

Exercise 12: Update Correspondence	
Steps	**Questions**
You should still be logged in as the *Agreements Reviewer* assigned to the agreement from the previous exercise and on the Agreements Workspace.	

1. From the Agreements Workspace, click the **Communication** tab.

To Edit the Correspondence:

1. Locate the item, and click **Edit**.
2. Make the necessary changes, and then click **OK**.

To Mark the Item as Complete:

1. Locate the item, and click **Complete**.
2. Click **OK**.

To Delete the Item:

1. Locate the item, and click **Delete**.
2. Click **OK**.

The agreement does not change states.

In Review Exercises

Exercise 13: Request Clarifications	
Steps	**Questions**
1. Log in as *Agreements Reviewer*. 2. From My Inbox, click on the **Name** of the agreement. 3. From the Agreements Workspace, click the **Edit Agreement** button. **Note:** The *Agreements Reviewer* has the ability to edit the agreement at any point. 4. Use the **Continue/Back** and **Jump To:** options to move through the SmartForm pages. 5. Click **Finish** on the last page to return to the Agreements Workspace (or click **Exit** in the navigation bar). 6. In the Agreements Workspace, click **Request Clarifications** on the left. 7. In the text box, type a request to have the PI enter a more concise **Description** of the agreement. 8. Click **OK**. The agreement moves to the **Clarification Requested (In Review)** state.	

Exercise 14: Respond to a Reviewer Request	
Steps	**Questions**
1. Log in as the *Principal Investigator*. 2. From the Inbox, open the agreement by clicking on its **Name**. 3. On the **History** tab, find the “Clarification Requested…” activity and read the comments. 4. Click **Edit Agreement**. 5. If necessary, click the **Jump To:** link to go right to the SmartForm page that requires edits. **Note:** If no changes were needed to the agreement, the PI would simply respond to the clarification request.	

6. Make and **Save** the requested change(s) (e.g., type the words 'a more concise description' in the field) as noted in the Clarification Request. 7. Click **Exit** on the navigation bar to close the agreement. 8. On the Agreements Workspace, click the **View Differences** button. 9. You can view changes made to the **Basic Information** page. **Note:** If changes were requested on multiple pages in the agreement, you could use the **Changed Steps** option at the bottom of the page to move between pages. 10. Click the **Close** button to return to the Agreements Workspace. 11. On the Agreements Workspace, click **Submit Clarifications** on the left. 12. In the Submit Clarifications window, enter a response in the **Notes** field, and then click **OK**. The agreement moves back to the **Internal Review** (**In Review**) state.	

Exercise 15: Move the Agreement to External Review

Steps	Questions
1. Log in as the *Agreements Reviewer*. 2. From the Inbox, open the agreement by clicking on its **Name**. 3. From the Agreements Workspace, click **Move to External Review** on the left. 4. The sponsoring organization should be listed in the window. 5. Add any **Notes** or **Supporting Documents**, if necessary. 6. Click **OK**. The agreement moves to the **External Review** (**In Review**) state.	

Exercise 16: Move the Agreement to Internal Review

<table>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>You should still be logged in as the Agreements Reviewer assigned to your agreement from the previous exercise and on the Agreements Workspace.

1. From the Agreements Workspace, click Move to Internal Review on the left.
2. Add any Notes or Supporting Documents, if necessary.
3. Click OK.

Note: The Agreements Reviewer can move the agreement back and forth between Internal and External Review to reflect who is reviewing the agreement.

The agreement moves back to the Internal Review (In Review) state.</td><td></td></tr>
</table>

Exercise 17: Approve the Language of the Agreement

<table>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>You should still be logged in as the Agreements Reviewer assigned to your agreement from the previous exercise and on the Agreements Workspace.

Note: When all parties concur on the agreement language and all ancillary reviews are completed, the Agreements Reviewer can approve the language.

1. From the Agreements Workspace, click Approve Language on the left.
2. Choose a Signature Type from the list. For the purposes of this exercise, select Wet Ink.
3. Determine who will sign the agreement first, the internal or external parties. For the purposes of this exercise, select Yes.

Note: The order in which the signatures are collected will vary dependent upon the type of agreement.

4. Select No when asked about evergreen clauses.
5. Using the calendar icon, select an effective date of one week from today.</td><td>How will you make a determination as to:

• Whether the agreement will require wet ink or digital signatures?

• Which parties (internal or external) will sign first?</td></tr>
</table>

6. Using the calendar icon, select an expiration date of *one year from the effective date*. 7. Click **OK.** The agreement moves to the **Routing for Signature (Signing)** state.	

Signing Exercises

Exercise 18: Send the Agreement Out for Signature	
Steps	**Questions**
You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace. **Note:** Once all internal signatures are received, the Agreements Reviewer will send the agreement out to the 3rd party for signature. 1. From the Agreements Workspace, click **Send Out for Signature** on the left. 2. The organization will pre-populate from the SmartForms. Enter information about a specific contact, if necessary. 3. Click **OK**. The agreement moves to the **Out for Signature (Signing)** state.	

Exercise 19: Revise the Agreement	
Steps	**Questions**
You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace. **Note:** Once all signatures have been received, the signed version of the agreement should be uploaded to the system. 1. From the Agreements Workspace, click **Revise Agreement** on the left. 2. Click the **Choose File** button, and upload the signed version of the agreement. 3. The version number will automatically populate. 4. Type **Notes**, if necessary. 5. Click **OK**. The agreement will not change states.	

Exercise 20: Convert the Agreement to PDF and Activate It

<table>
<tr><th>Steps</th><th>Questions</th></tr>
<tr><td>

You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.

1. From the Agreements Workspace, click **Convert to PDF** on the left.
2. Click **OK**. The agreement will be converted to a read-only PDF document.

   > **Note:** The final step in the process is to **Activate** the agreement. Activation should not occur until all signatures have been received, and the agreement document has been converted to PDF.

3. From the Agreements Workspace, click **Activate** on the left.
4. Click the **Add** button, and select an individual that signed the agreement.
5. Click **OK**, and then click **OK** once more. Repeat the process to add the names of all signees.
6. Using the calendar icon, select *today* as the **Internal signing date**.
7. Using the calendar icon, select *tomorrow* as the **External signing date**.
8. The **Effective** and **Expiration** dates will automatically pre-populate.
9. Click **OK**.

The agreement moves to the **Active** state.

</td><td>STOP</td></tr>
</table>