



Lawrence Berkeley  
National Laboratory

## Quick Reference Sheet: #eSR5101 Alternate methods for PI approval in eSRA



### **VPN Approval**

1. Plan ahead and install VPN on laptop and/or Smart Phone.
2. Proposal is electronically routed to the PI for approval.
3. PI approves in eSRA from remote device using VPN (Internet Access required)

### **Advance Electronic Approval**

1. Plan ahead and answer all the eSRA questions (except budget) before the PI leaves on travel.
2. Proposal is electronically routed to the PI for approval.
3. PI approves in eSRA.
4. Division Reviewer routes the proposal back for changes to complete the application for the sponsor.
5. Resource Analyst completes the proposal and routes back to division to continue the submission

### **Advance Paper Approval**

1. Start the proposal in eSRA
2. Proposal is electronically routed to the PI for approval.
3. PI clicks "Approve for Division" but instead of approving, prints the Approval Pop-up View.
4. "Cancel" out of the PI Approval Pop-up View.
5. PI routes the proposal back for changes.
6. PI provides approval by checking the boxes and manually signing the Approval Form and giving the paper approval to the Resource Analyst for later use.
7. Resource Analyst completes the proposal and routes back to PI for approval.
8. Resource Analyst sends email to [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) attaching the paper-signed PI approval requesting Site Administrator execute the PI Approval.
9. Site Administrator executes the PI approval adding comments that it was executed using a paper-signed PI approval and attaching the PI approval.
10. This will continue the routing to the Division Reviewer.

### **Alternate person signs on behalf of the PI**

1. PI signs authorization for alternate person to approve the proposal and leaves it with Resource Analyst. Forms can be found at: <https://sites.google.com/a/lbl.gov/esra/forms>
2. Proposal is prepared and completed in eSRA.
3. Proposal is electronically routed to the PI for approval.
4. Resource Analyst sends email to [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) requesting a print-out of the PI approval pages so an alternate can sign on behalf of the PI.
5. Site Administrator executes the PI Approval, prints the Approval Pop-up View to PDF, then "Cancels" the approval process.
6. Site Administrator emails the PDF of the PI Approval form to the Resource Analyst or Alternate signer as requested.
7. Alternate signer provides approval by checking the boxes and manually signing the Approval Form.
8. Alternate signer or Resource Analyst sends email to [eSRAHelp@lbl.gov](mailto:eSRAHelp@lbl.gov) attaching the PI's authorization for an alternate signer and the paper-signed PI approval requesting Site Administrator execute the PI Approval.
9. Site Administrator executes the PI approval adding comments that it was executed using a paper-signed PI approval signed by an alternate and attaching the PI approval form and the Authorization for an Alternate signer.
10. This will continue the routing to the Division Reviewer.