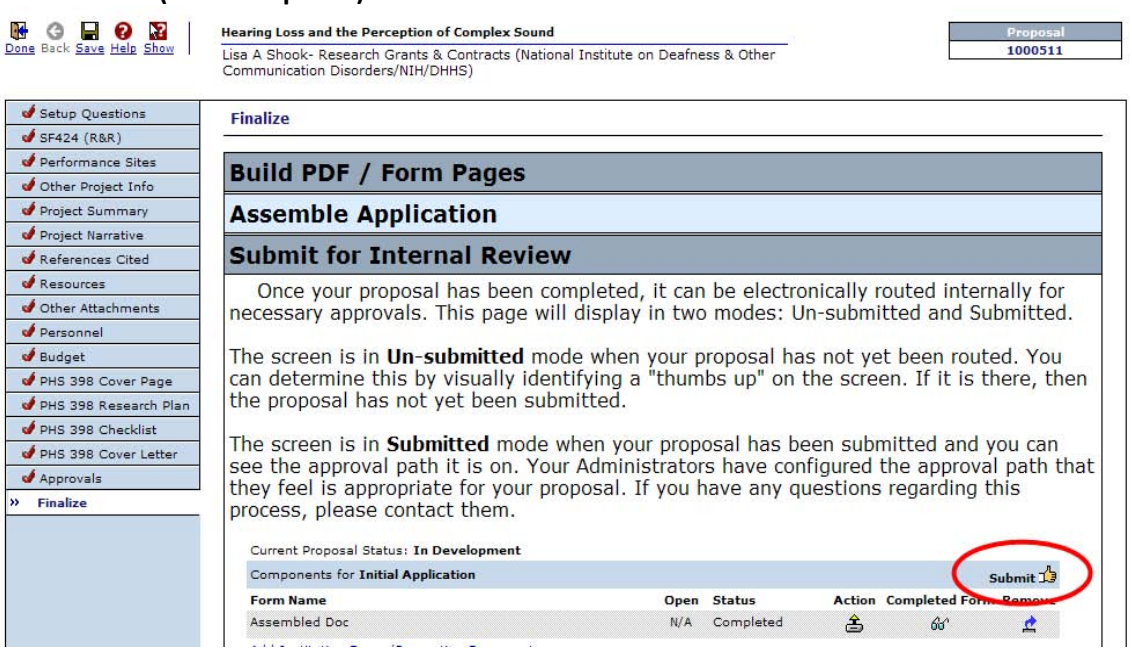
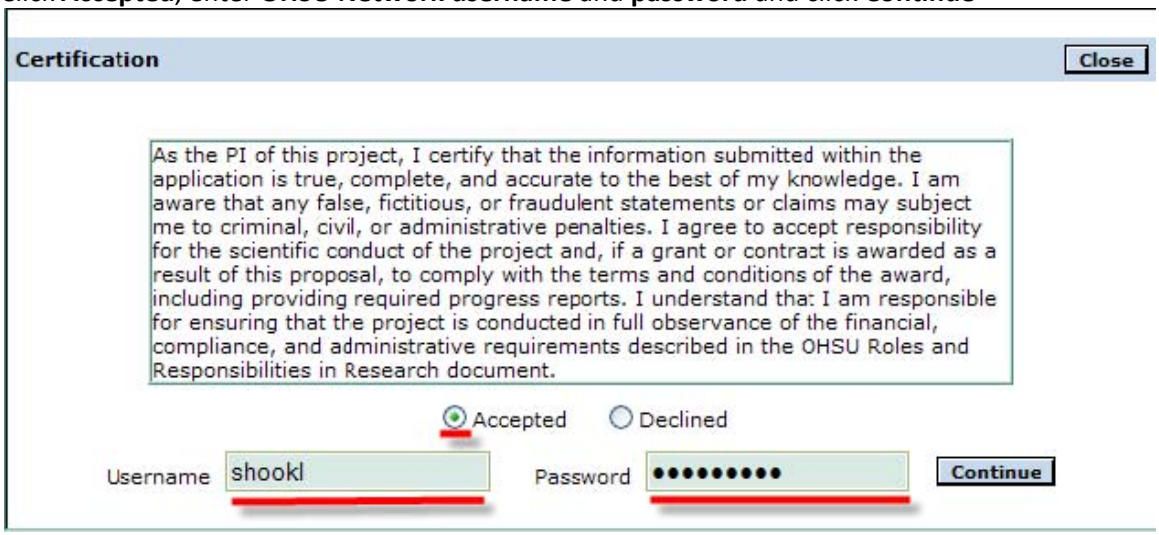
Electronic Routing Guide

1. Make sure you've uploaded the PPQ.
2. Check with your department or GCA to determine the correct names to be inserted into the route. As a rule, the same individuals who would have signed a paper PPQ, are required to be added to the electronic route.
3. All sections must be Complete prior to routing.
4. If any changes have been made to your proposal, you must **Build PDF / Form Pages** and **Assemble Application** prior to routing.

Select **Submit (thumbs up icon)**

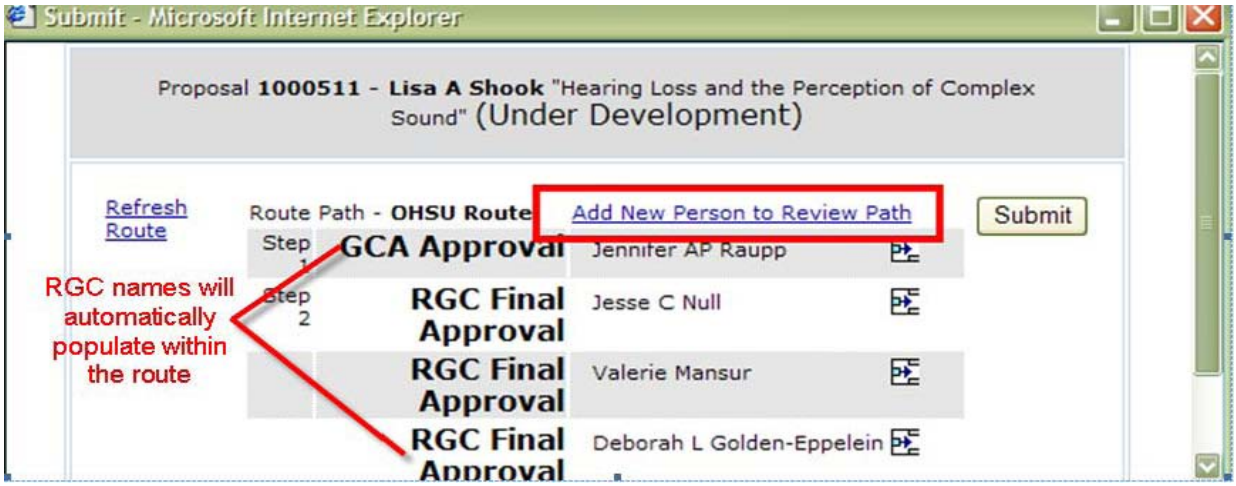


Click **Accepted**, enter **OHSU Network username** and **password** and click **Continue**

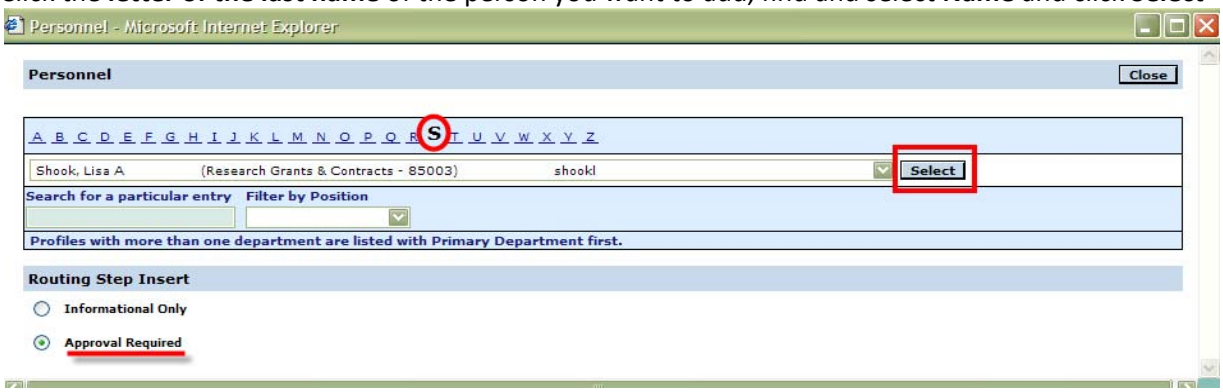


<u>Add 1st person in the route</u> (usually the PI if the PI is not initiating the route)

Click **Add New Person to Review Path** link

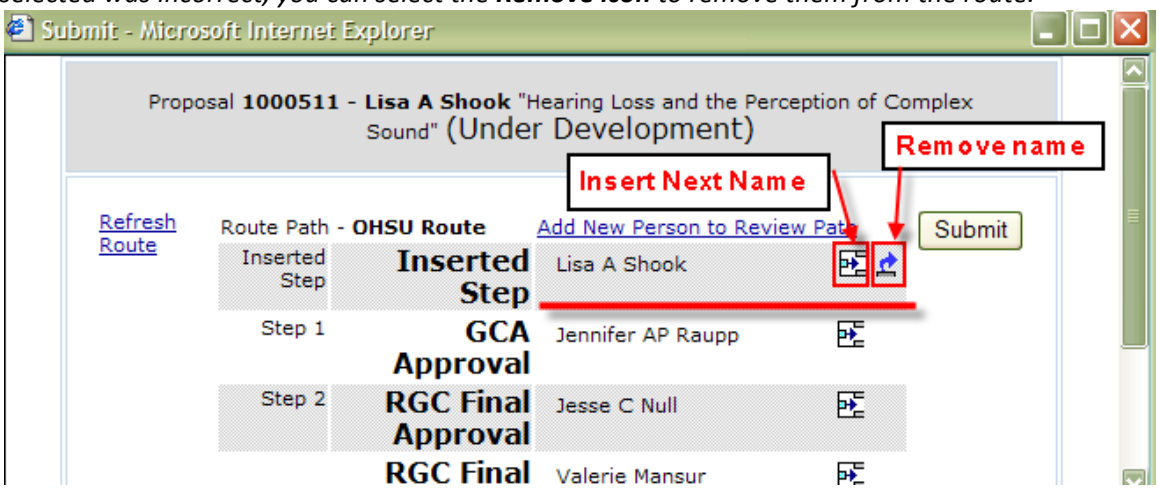


Click the **letter of the last name** of the person you want to add, find and select **Name** and click **Select**

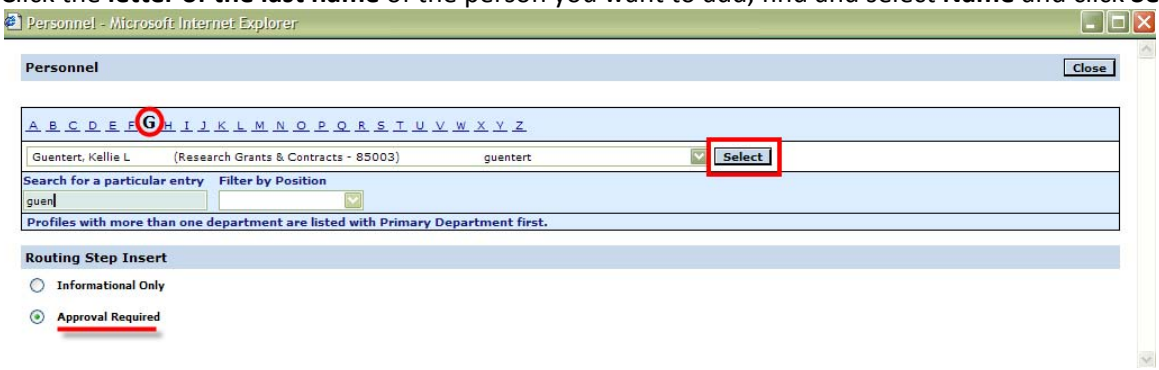


<u>Add 2nd Person in Route</u> (usually the Chair)

Click the **Insert icon** to the right of the 1st name previously entered. *Note: If the person previously selected was incorrect, you can select the **Remove icon** to remove them from the route.*



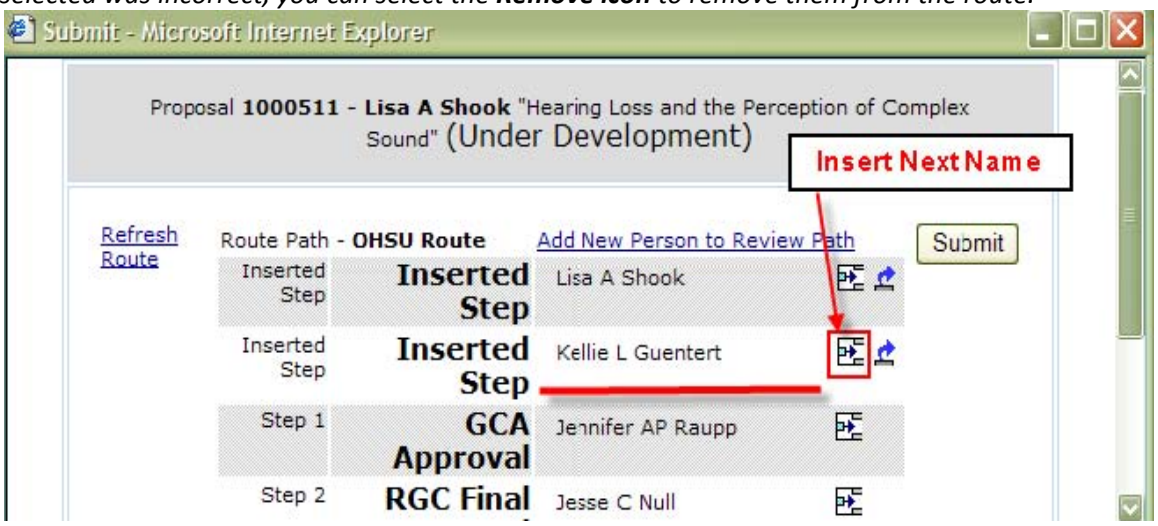
Click the **letter of the last name** of the person you want to add, find and select **Name** and click **Select**



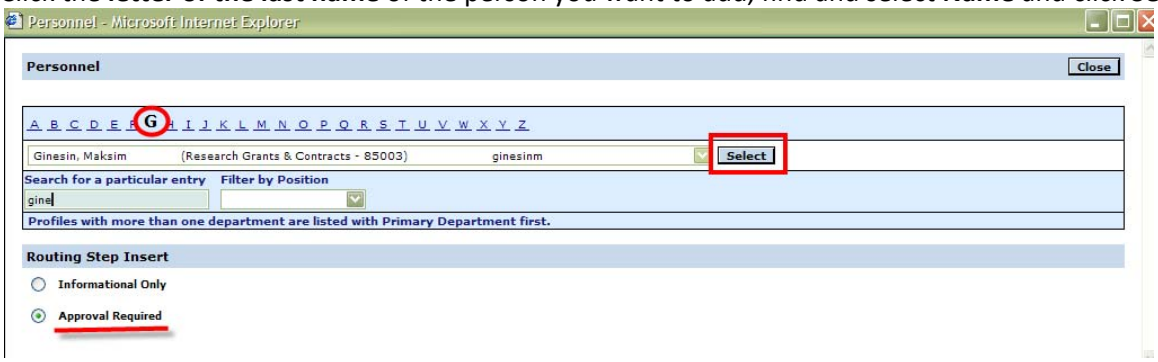
3rd Person in Route (usually the Dean)

Follow same steps as outlined above

Click the **Insert icon** to the right of the 1st name previously entered. *Note: If the person previously selected was incorrect, you can select the **Remove icon** to remove them from the route.*



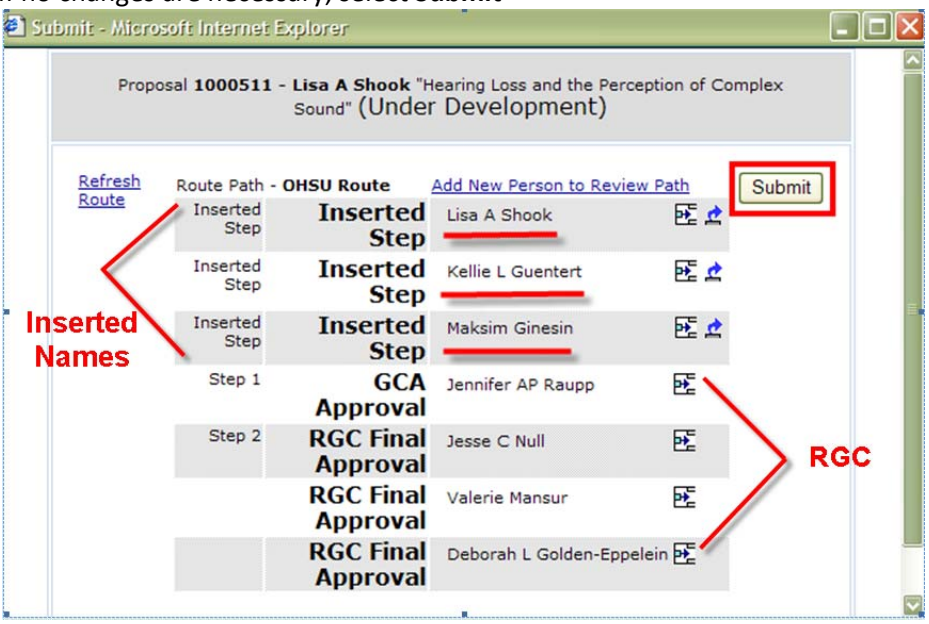
Click the **letter of the last name** of the person you want to add, find and select **Name** and click **Select**



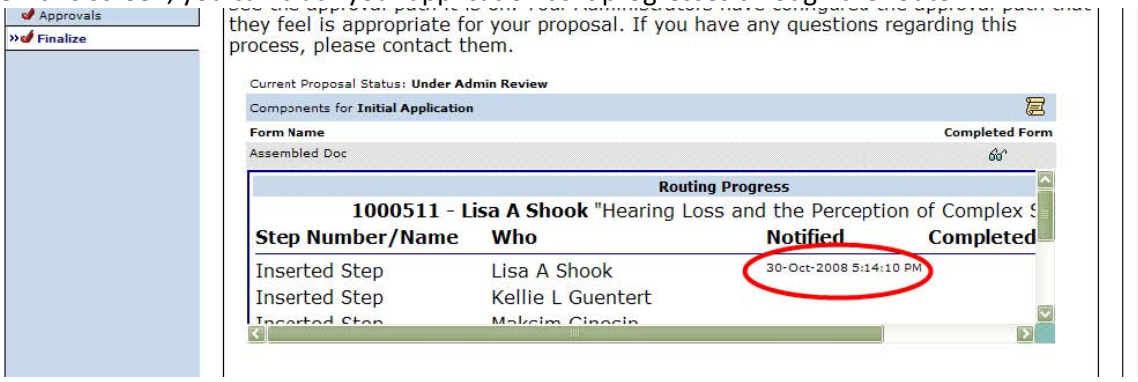
Repeat steps to add additional approvers to the route.

Review/Confirm Route is Correct

If no changes are necessary, select **Submit**



Notification - Date/Time Stamp

After clicking the Submit button, the route information appears on the Finalize tab of the proposal. The first person in the list is sent an email notification and the date/time stamp of the notification is displayed.

On this screen, you can track your application as it progresses through the route.