

Office of Sponsored Programs

Guide to Utilizing BearSpace for Proposal Routing and Approval

Overview

The Office of Sponsored Programs and Contracts (OSP) utilizes electronic routing of proposals and other research-related materials requiring review and approval by departments and the administration. This process utilizes Baylor's own BearSpace and the Digital ID capabilities of Adobe Acrobat 8.0 or higher.

The OSP has implemented the use of the OSP BearSpace site to serve as a common depository to facilitate proposal review and approval for academic and administrative offices. The principal investigator(s) and signatories can manage, review, and sign proposal materials from the OSP BearSpace site. For additional assistance, see the [Help section of the Baylor BearSpace](#) or contact the Office of Sponsored Programs at 254-710-3817.

A. Accessing the OSP BearSpace

Upon notifying your OSP Grant [Coordinator](#) of an impending proposal submission, the principal investigator is issued a unique link to the Baylor OSP site, where proposal materials should be deposited into a directory prior to requesting academic reviews and approvals from the dean and unit chair. This link will be valid and accessible throughout the proposal routing process and may be shared, as needed, with others. Please keep in mind that anyone with access to this unique directory link also has all rights and privileges (read/write access) to the proposal materials.

B. Academic Reviews and Approvals

The principal investigator should notify the dean and chair of the need for reviews and approvals by forwarding the unique directory link via email. After approvals are received, the principal investigator should notify the appropriate OSP coordinator that the proposal is ready for administrative review and approval.

All academic reviews and approvals should be complete, and the OSP coordinator notified of these approvals, at least 5 business days prior to the proposal submission date.

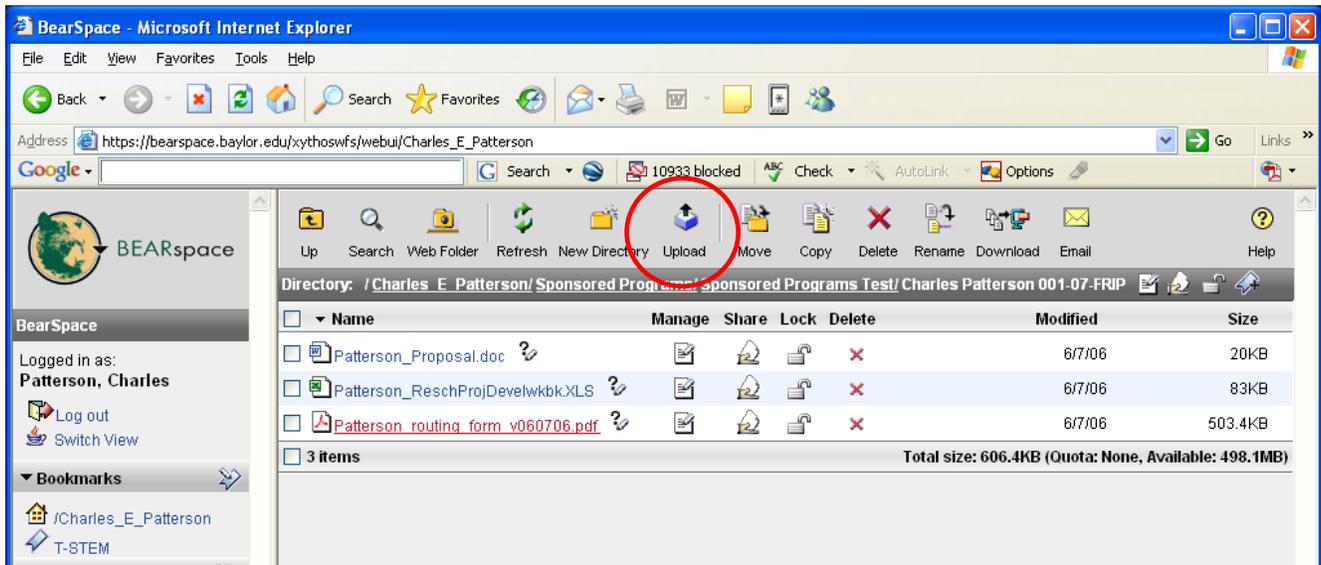
C. Administrative Reviews and Approvals

Once academic approvals have been received by the dean and chair, the principal investigator should notify the OSP coordinator assigned to the academic unit. Afterward, the OSP will process the proposal and initiate administrative reviews and approvals by forwarding the unique directory link to the administrative offices.

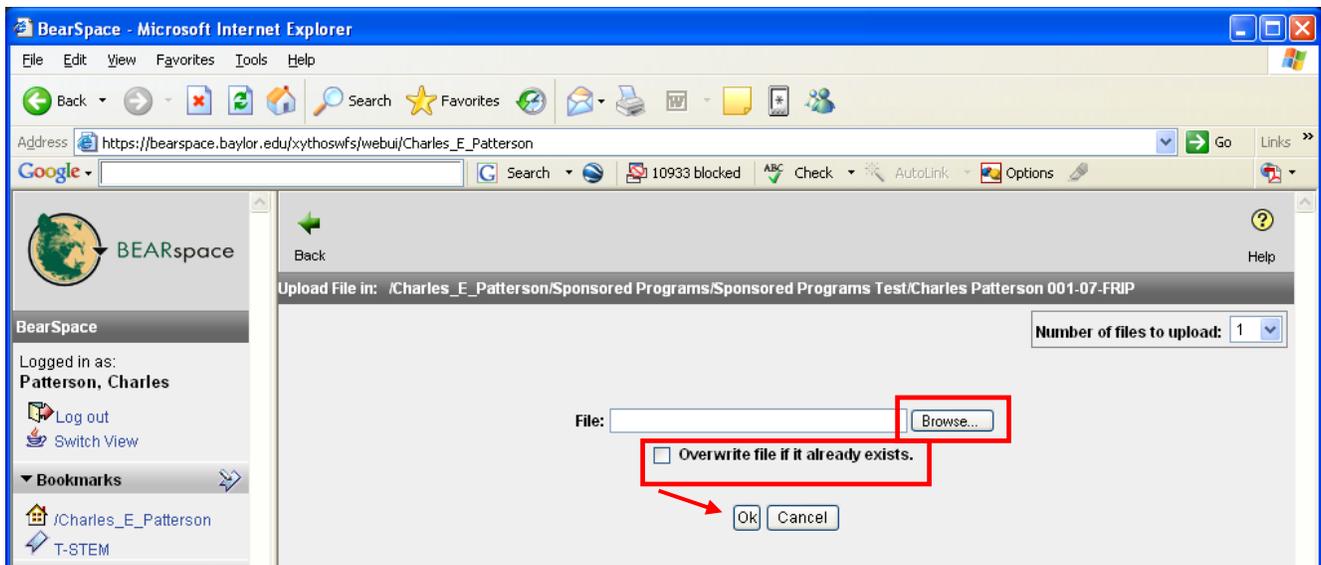
D. Reviewing, modifying, and uploading documents in the OSP BearSpace

Because of the operational nature of the Baylor's BearSpace, modified documents must be uploaded and cannot simply be saved directly to the directory.

1. Go to the OSP BearSpace site using the unique directory link provided by the OSP via email.
2. Users may review, modify, certify, and upload proposal materials within the appropriate directory.
3. After modifying the documents (including applying electronic signatures) save the new document(s) to the computer.
4. The new documents should be uploaded to the directory in the OSP BearSpace by choosing the **Upload** icon in the menu bar.



5. Click the **Browse** button to locate the file.
6. Choose **Overwrite file if it already exists**.
7. Click the **Ok** button.



The modified file should now be present and saved within the OSP BearSpace directory.

For assistance, call Pam Tull 254-710-3817 or e-mail pam_tull@baylor.edu.