

Colleagues,

Last winter, we collected input from you about how you would like the Proposal Routing Form (PRF) updated to improve its overall functionality; to make it more EFS-compatible; to capture new information in emerging areas; and to solve small annoying idiosyncrasies. Since that time, the PRF Workgroup has been hard at work translating those requests into detailed functional requirements (wording, placement, formatting, error messages, data validations, etc.) that programmers use to create the on-line and hard-copy (PDF) versions of the form. A prototype of both the on-line and the new printed form are now available for you to review, as well as a list of the major changes that we've made.

At this time, we're inviting your review, with the hope that you will help us refine any lingering places where the wording might be confusing, or where the flow doesn't make sense. We are not planning to add any new questions or data elements at this late stage, rather the focus is on double-checking and refining anything that is still in need of adjustment. We will also be showcasing the prototype of the new PRF in some detail at the GMUN Meeting on September 24th; however, that meeting is occurring later than our review window - so if you'd like to influence the form, please send in your comments by September 15th!

All of the changes can be found on the PRF Update page at: <http://www.ospa.umn.edu/announcements/prfproject.htm> or you can use the individual links below.

A list of the significant changes to the PRF can be found [here](#).

The updated print (PDF) version of the PRF form has been significantly reformatted and streamlined (most PRFs will now print within 3 pages rather than 5) and "extra" text (e.g., related to questions that are answered "no") has been removed. The information has also been reorganized so that key information for unit head and collegiate reviewers appears on the first page. An example of the print version is available [here](#). Note that this example includes sample data; your own form might appear slightly differently if different questions were answered "yes."

A prototype of the on-line version is also available for review. The prototype is an "exploded" version of the form - i.e., every option for every question is displayed. This has been done to help you review the form more rapidly. The actual version of the form that you would fill out would not be this long - it would only contain the basic questions and then if you answered a particular question "yes", any additional information needed for that particular question would appear for you to complete (similar to how the form works today). The new on-line version can be found [here](#).

We are also re-writing all of the help text available for the on-line version, and we will be reviewing the text of the email notifications that users of the PRF receive. This part of the project is now underway, and we can let you know when that information is available for your review (later this fall).

After September 15, 2009, OIT will begin programming the form and then we will test, test, test, and ... test. We will announce a more precise release schedule in the fall, but we are currently aiming to make the updated version of the form available by the end of December. Training on the updated form will be provided.

Please let us know how you feel about the updated on-line and print versions of the forms. *Do you like them or not? Is there anything you think still should be changed or clarified?* Please send your comments to prf-workgroup@lists.umn.edu by September 15, 2009.

With thanks!

The PRF Workgroup

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