

PEER Contract Request Guide for GME Visiting Resident/Away Rotation Agreements

PEER stands for Paperless Environment for Electronic Review, and is the online portal for the Office of Contracts Management (OCM).

PEER intakes contracts of all kinds (research, services, etc). This document will guide you through the specifics of submitting to OCM the information required to initiate a GME Residency Agreement.

This guide and the PEER system is intended to handle the request phase only. Once your request is accepted by OCM, the contract must still be drafted, negotiated, and then signed by all parties.

To begin, go to PEER using the link <https://peer.app.vumc.org>

Logging In

PEER

VANDERBILT UNIVERSITY MEDICAL CENTER

Log In:

VUnet ID

Password

Login Help

What is PEER?

PEER (Paperless Environment for Electronic Review) is a web portal developed and maintained by the VUMC Office of Contract Management and the VU Office of Sponsored Programs to streamline submission and management of grant- and contract-related requests and information. The information collected via PEER includes Conflict of Interest Certifications and Investigator Assurances for grant applications, new contract requests, and other award management items such as grant rebudget requests, effort changes, and more.

Help

[PEER User Manual](#)
[Learn More about VUnet ID](#)
[Activate your VUnet ID](#)
[Forgot your password?](#)

Additional Resources

[Coeus Lite](#)
[StarBRITE \(VICTR\)](#)
[DISCOVER-e \(IRB\)](#)
[FACTr \(DOF\)](#)

Contact

[VU Office of Sponsored Programs \(Grants\)](#)
[VUMC Office of Contract Management](#)
[VU Office of Contract and Research Administration](#)
[PEER Support \(Login Required\)](#)

Once you have found the PEER login page, use your VUMC ID and e-password.



New user Registration

We do not have a user record for you. Please create one now. This will be used to track your submissions, send notifications, etc.

VUnet ID	<input type="text" value="rennercr"/>
Employee ID Code (optional) (get your ID code from HR)	<input type="text" value="0058285"/>
Last Name	<input type="text" value="Renner"/>
First Name	<input type="text" value="Christopher"/>
Title	<input type="text"/>
Home Department	Grants & Contracts Management
Email	<input type="text" value="chris.renner@Vanderbilt.Edu"/>
Phone Extension (X-XXXX)	<input type="text" value="2-7404"/>
Are you Faculty?	Select One... ▾

If this is your first time using PEER, you will be asked to create an account before going any further. The employee ID field is preferred but not required.

Log in again, find the Contracts menu

Home ▾ Grants ▾ Contracts ▾ Action Requests ▾ Help ?

Home

- My COIs & PI Assurances**
My incomplete Conflict of Interest and PI Assurance certifications for pending proposals.
0 Pending COIs & Assurances
[My Completed COIs](#)
[My Completed PI Assurances](#)
- My Approvals**
All other pending approvals (grants, contracts) requiring my action
1 Pending Approvals
- Grants, Proposals & Awards**
Department Portal to submit and view Coeus Proposal Logs and other requests to the Office of Sponsored Programs
- OCM Contracts Portal**
Create & manage contracts processed by Office of Contracts Management. Includes research and VUMC-as-service-provider agreements.
[Dashboard](#)
[View My Requests](#)
[View My Contracts](#)
- Supply Chain Contracts Portal**
Dept portal to create & view contract processed by VUMC Supply Chain (aliases: "Sourcing", "Procurement")
[Create New Request](#)
[View My Requests](#)
[View My Contracts](#)
- Action Requests**
Various Requests for central office action on PEER, Coeus, proposals and contracts.
[Submit New Request](#)
[View All Requests](#)
- Help**
New to PEER? Visit the online guide for instructions on the most common tasks.
[View the Knowledge Base/FAQs](#)
[Submit a PEER Help Ticket](#)
[Submit a Coeus Help Ticket](#)

After creating your account, you'll be asked to log in again. This time you will be taken to the main menu. Click on "View My Requests" under the OCM Contracts Portal module to get started.

Contract Requests to OCM

Joseph Smith | Log Out

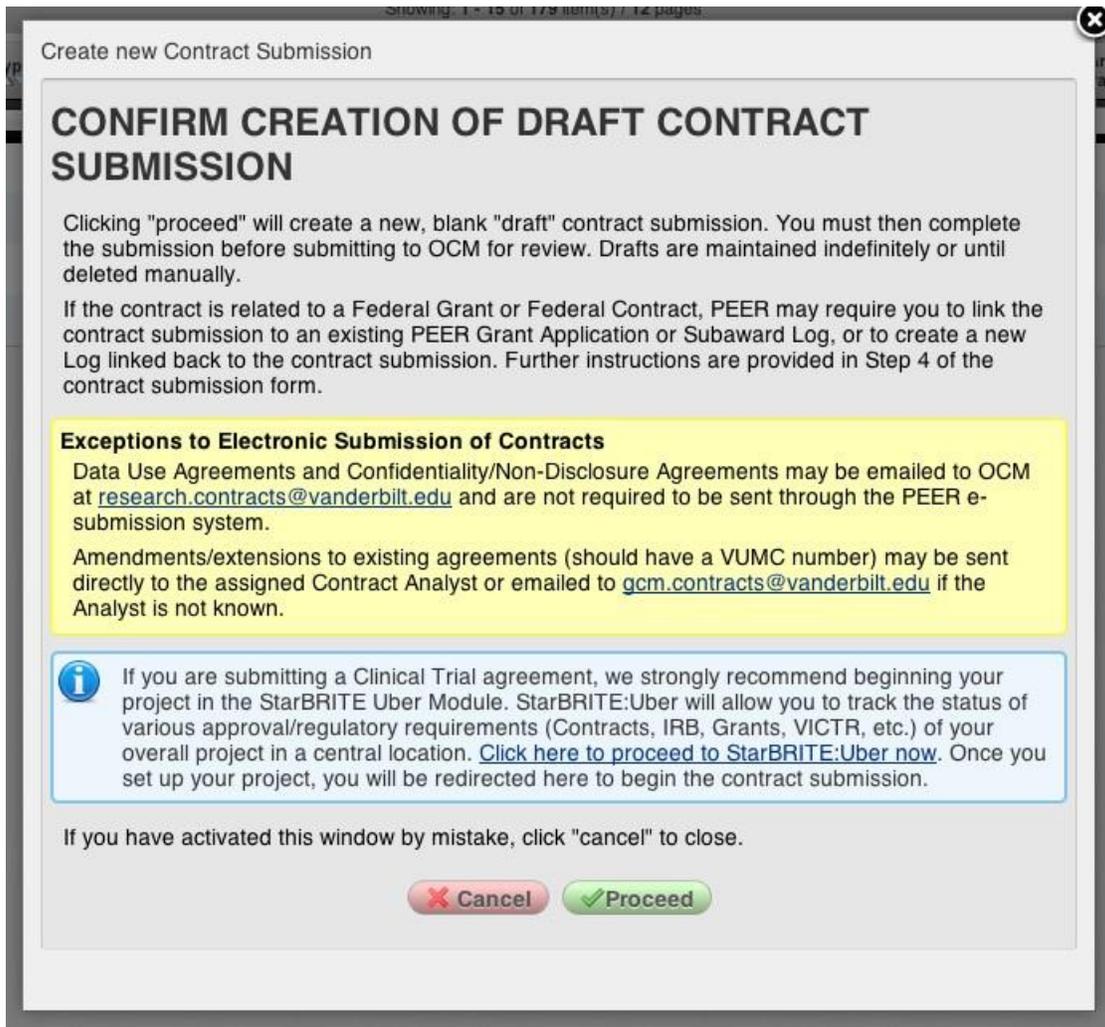
[New Request](#) [Help](#) [Export](#)

Click on up/down arrows in a column heading to sort by that field. Click on the request ID # to go to the full request details page. Please delete any un-used drafts to keep the PEER database as clean as possible. NOTE: You may only delete records that are in "draft" or "rejected" status.

Items per page: 15 | Showing: 1 - 15 of 274 item(s) / 19 pages | Go to page: 1

ID #	VUMC#	Type	Status	Date Created	PI/Resp. Party	Unit	Project Title	Sponsor or Other Party	Dept. Contact	Linked Grant or Contract	Has All Approvals	Search
C23821		New Project (no existing VUMC#)	Draft	2016-03-24 03:23 PM	Galloway, Kenneth	Pharmacology		National Institutes of Health/Unknown		G1233	⚠	🗑
C23781		New Project (no existing VUMC#)	Draft	2016-03-21 04:48 PM	Gurevich, Eugenia	Pharmacology	Arrestins in neuronal death and survival	National Institutes of Health/Unknown	Harrison, Dorothy	G334	⚠	🗑
C23761		New Project (no existing VUMC#)	Draft	2016-03-17 01:57 PM	Renner, Christopher	Pharmacology	Redistribution of gangliosides: a novel treatment strategy for Alzheimer's	Duke University	Renner, Christopher	G2596	⚠	🗑
C23704		New Project (no existing VUMC#)	Draft	2016-02-08 09:41 AM	McDonald, Michael	Pharmacology	This contract has no title. The text you see here is a figment of your ima		Embry, Bryce	G33321 C23701	⚠	🗑
C23702		New Project (no existing VUMC#)	Draft	2016-02-08 09:40 AM	McDonald, Michael	Pharmacology	This title is written in invisible ink.		Embry, Bryce	G33321 C23701	⚠	🗑
C23703	51180	New Project (no existing VUMC#)	Assigned	2016-02-08 09:40 AM	McDonald, Michael	Pharmacology	Redistribution of gangliosides: a novel treatment strategy for Alzheimer's	Brown University	Embry, Bryce	G33321 C23701	✅	🗑
C23701	51160	New Project (no existing VUMC#)	Assigned	2016-02-08 09:00 AM	McDonald, Michael	Pharmacology	Redistribution of gangliosides: a novel treatment strategy for Alzheimer's	National Institutes of Health/Unknown	Embry, Bryce	G33321	✅	🗑
C23686			Draft	2016-02-05 08:19 AM	Renner, Christopher	Pharmacology	Type III Transforming Growth Factor beta Receptor in Coronary Vessel Develo		Renner, Christopher	G33360	⚠	🗑
C23684			Draft	2016-02-05 08:14 AM	Renner, Christopher	Pharmacology	Type III Transforming Growth Factor beta Receptor in Coronary Vessel Develo		Renner, Christopher	---	⚠	🗑
C23683			Draft	2016-02-05 08:13 AM	Renner, Christopher	Pharmacology	Type III Transforming Growth Factor beta Receptor in Coronary Vessel Develo		Renner, Christopher	---	⚠	🗑
C23621		New Project (no existing VUMC#)	Draft	2016-01-29 09:08 AM	Renner, Christopher	Pharmacology			Renner, Christopher	G33240	⚠	🗑
C23601		New Project (no existing VUMC#)	Draft	2016-01-28 09:51 AM	Renner, Christopher	Pharmacology			Renner, Christopher	G33240	⚠	🗑

This screen will show all of your contract requests to OCM, both pending and completed. Since this is your first request, the table may be empty. Click on the "New Request" button to create your new draft contract request.



After clicking "New Submission", a confirmation will pop up, just click "Proceed" to create the draft submission, or "cancel" to cancel. You will be taken directly into your new contract request.

Step 1: Wizard

Contract Request Setup Wizard

Is this a new contract or renewal/amendment

New contract

Amendment or renewal on existing contract

Help with this question:

- Answer "New Contract" if this is a new project and OCM has never worked on a contract for it before.
- Answer "Amendment or Renewal" if this is an amendment to a previous or existing contract, or if this is a new contract document on an existing VUMC number. For example, Federal subcontracts generally have a completely new agreement each year, but OCM considers this the same "contract" project with the same VUMC number.
- If this is an amendment or renewal to an existing contract project, you can put in the existing contract VUMC number on the next screen.

Upon entering the contract request, the Contract Request Setup Wizard opens automatically. This is a new feature as of the VU/VUMC split designed to guide the user to the correct type of contract request. Just answer each question until you reach the end of the wizard, at which point it should determine that you need a "Standard Contract Request".

The wizard answers will be as follows:

New or Renewal: New

Involves Research: No

Is VUMC getting or paying money: No money is changing hands

[Note, if there is a related financial arrangement such as with another large hospital, discuss with OCM prior to submission]

Step 1: Complete the Wizard

It looks like you need a ...

Standard Contract Request

In this case, PEER has correctly determined we need a standard request. Click the Yes button and PEER will prepare the request form with all the correct questions

Your contract request is now ready.

Click the button below to exit the wizard and begin entering information in the request.

Next Steps:

- You will need to complete the questions on each step of the request form.
- Click "Save & Continue" to move to the next step.
- Use the "Navigation" menu on the left to skip from step to step as necessary.
- Once complete, proceed to Step 7 to Validate and then Submit the request.

[→ Get Started](#)

Click Get Started to close the wizard and begin keying the rest of the data. If you open the wizard again, you will have to go back through all the questions.

Step 1: General info

Draft

Contract Requests > C24641: / Toggle Required Print Friendly Help

Connections

This Request
C24641

Request Type
New Project (no existing VUMC#)

Contract Number
Not yet assigned

Navigation

1. General Info
2. Funding & Dates
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts
6. Attachments
7. Review & Submit

Submission History

Created By
Joseph Smith

Date Created
2016-10-06 07:58 AM

Date Sent for Approvals

Date Submitted to OCM

Wizard Answers

Is this a new contract or renewal/amendment: New Project (no existing VUMC#)

Does this contract involve research?: No

Is VUMC getting money or paying someone else?: No Funding

Request Type: Standard

[Run Wizard Again](#)

Does this contract include outgoing Federal dollars? Select one... [Help with this Question](#)

Does this project involve a visiting resident/fellow/housestaff or away rotation as part of the Graduate Medical Education (GME) program? Select one...

Principal Investigator or Project Responsible Person Find

Unit/Department Find

Department Chair, Division Chief or delegated departmental approver (as applicable) Find

Departmental Contact Find

Save & Continue **Clear Changes**

Step 1: General Info: Now we're ready to fill out the submission form. Please note several important areas of the form:

1. The status bar, which currently shows "Draft"
2. The "Save & Continue" and "Clear Changes" buttons
3. The navigation menu on the left side

You may use the navigation menu to move freely through all 8 steps of the form at any time.

Before you submit the form in the end, PEER will check for incomplete information. So if you don't know the answer to a question on Step 1, move on to Step 2 and you can come back to Step 1 later. After filling out information, click "Save & Continue" to move to the next step.

Instructions for filling out Step 1:

Does this contract include outgoing federal dollars Always answer "no"

Does this project involve GME? Always answer "Yes" here. REMINDER: Be sure to upload the GME Checklist later on Step 6: Attachments. Visit the GME website or the last page of this guide for a copy of the checklist.

Enter the GME Rotation ID Enter the away rotation ID you received from the GME system here, or type "visiting" if the resident is coming to VUMC from somewhere else

Requesting Division Select "Hospital," since visiting residents are technically employees of the hospital and clinical fellows are usually paid by the department.

Does project include research For GME agreements, this will always be "no" even if the resident will be involved in research. Any such research would be covered in a separate agreement.

Project Title please provide a descriptive title, such as "Visiting Residency Agreement - Name of Resident - Name of School Resident is coming from." Or, in the case of away rotation, "Away Rotation Agreement - Name of Resident - Name of School Resident is going to."

Principal Investigator or Project Responsible Person This should be the GME program director in your department.

Department Chair/Division Chief The department chair or their designated approver for your area. If it is the same as the Project Responsible Person, just put them in this slot too. (they will appear twice but will only have to approve once)

Department Contact This field is optional. If you leave it blank, the contact will default to you as the submitter of this request. For GME Residency agreements, this should be your GME program coordinator or person assigned to manage the paperwork for visiting residents.

Unit/Department This should be your Department.

Are there any other Departments involved in this project Always answer "No" here.

Is this project related to an existing agreement Normally this should be “no.” However, if you are submitting an amendment or extension to an existing residency agreement, mark this “yes.” A text box will then appear, which you should enter into the contract number of the existing agreement, if you have it (usually will be something like “VUMC3XXXXX”).

If this is a subcontract, enter the parent agreement's PEER number: Skip this, not applicable

FedEx Overnight the original signed contracts? If you need the originals sent FedEx, please provide your FedEx account number

Step 2: Funding

Connections

This Request
C24641

Request Type
New Project (no existing VUMC#)

Contract Number
Not yet assigned

Navigation

1. General Info
- 2. Funding & Dates**
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts
6. Attachments
7. Review & Submit

Submission History

Created By
Joseph Smith

Date Created
2016-10-06 07:58 AM

Date Sent for Approvals

Date Submitted to OCM

Date Accepted

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

Budget Period Start Date (format: YYYY-MM-DD)

Budget Period End Date (format: YYYY-MM-DD)

(or check box if open ended) **Continuous Agreement** (check to indicate an open-ended agreement with no specific expiration date)

Direct Cost \$ (if no funding, "0" or leave blank) (e.g. format: 1000, 1000.00, 1000.50 not: 1,000 or \$1000)

Disable Auto Calculation Check to disable all auto-calculations (e.g. when using Modified Direct Cost)

Indirect Cost Rate % (if no funding, "0" or leave blank) (e.g. format: 29, 53.5, not: .29 or .535)

Indirect Cost (auto calculates) \$ **Re-Calculate**

Total Cost (auto calculates) \$

Cost Center Number (if available)

Fair Market Value Certification I hereby attest that my department/division/business unit has conducted (or will conduct prior to finalization) an appropriate financial analysis to determine that the contract costs reflect fair market value, and I and/or my department will retain evidence of this analysis in the form of supporting documentation in the event of an audit.
Please select...

Required: A justification of Fair Market Value must be uploaded on Step 6. [help]

Save & Continue Clear Changes

Step 2: Financial Information: There’s no funding in a residency agreement, but you need to provide a couple of dates.

If there will be a financial arrangement (e.g. in a large affiliation agreement with an institution like St Thomas or the VA), please discuss carefully with GME and OCM. The following instructions are not applicable to such contracts.

Instructions for filling out Step 2

Budget Period Start Date

for Visiting Residents: this should be the date the visiting resident is scheduled to start at

Vanderbilt

for Away Rotations: this should be the date the Vanderbilt resident is scheduled to start at the other institution

IMPORTANT: If the start date is less than 90 days from the day you submit your contract to OCM (120 days for international rotations), OCM will not process the agreement. OCM needs sufficient time to craft, negotiate and secure signatures on the agreement. If you are inside this 90-day window (or 120 days for international rotations), please contact the GME office for further guidance. Please be sure to create your submissions as soon as possible to avoid this.

Budget Period end Date the end date for the resident's visit at Vanderbilt/Other Institution

Direct Cost enter "0"

Indirect Cost Rate enter "0"

Indirect Cost Will calculate to zero automatically

Total Cost Will calculate to zero automatically

Cost Center Number This is optional and should be left blank

Fair Market Value Certification This is required by legal. Even though there is no funding involved, you must answer "yes."

Upload Fair Market Value Justification Document Required by legal. Create a blank Word document and type "It is standard and accepted practice that there is no exchange of funds for this kind of agreement." Then save and upload the document into PEER in this spot. Legal requires verification that we are not giving away for free something we would normally charge for. This will be uploaded later in Step 6: Attachments

Step 3: Sponsor/Other Party

Draft

Contract Requests > C24641: / Toggle Required Print Friendly Help

Connections

This Request
C24641

Request Type
New Project (no existing VUMC#)

Contract Number
Not yet assigned

Navigation

1. General Info
2. Funding & Dates
- 3. Sponsor/Other Party**
4. Questionnaire
5. Subcontracts
6. Attachments 0
7. Review & Submit

Submissions

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

Save & Continue Clear Changes

Sponsor/External Party Grant Number, Agency Number, Protocol or Contract Number
(if available)

Contract External Party/Counterparty (Name of the organization entering into this agreement with VUMC?) Find

Contact Person
(whom does OCM need to contact to negotiate terms?)

Contact Person's Address
(optional)

250 character(s) left

Contact Person's Email Address

Contact Person's Phone

Step 3: Sponsor/Other party Contact Info: On this step, you will tell us about the other school that is sending/receiving a resident. OCM requires this information to know whom to contact so we can negotiate the agreement with them.

Instructions for Step 3

Sponsor/Other Party Grant Number This field is optional and will normally be blank for visiting resident agreements.

Contract External Party/Counterparty – This is the name of the other institution we are negotiating/signing the agreement with

Please fill this field out under one of the following two scenarios:

Option 1: Visiting Resident [Resident will be coming to VUMC from another school]

This should be the name of the school from where the resident is coming. Click on the FIND button and begin typing and PEER will try to match to existing entries. If the name is not in the list you will have an option to create a new entry.

Option 2: Away Rotation [Resident will be going from VUMC to another school]

This should be the name of the school where our resident is going. Click on the FIND button and begin typing and PEER will try to match to existing entries. If the name is not in the list, you will have an option to create a new entry.

Contact Person This should be one of the following:

1) For Visiting Resident Agreements: Enter the administrative contact person of the school/organization from which the resident is coming.

- or -

2) Away Rotation Agreement: Enter the administrative contact person of the school/organization where our resident is going.

A Vanderbilt person should NOT be entered here. Contact Person should always be a non-VUMC person. Also, the contact person should not be the name of the resident doing the rotation.

Contact Person's Address This field is optional. Please enter the contact address of the contact person, if you have it.

Contact Person's Email Address This is required

Contact Person's Phone This is required. Please follow the format indicated on the screen.

Step 4: Questionnaire

Contract Submissions > C395: / Print Friendly

Draft

Progress: 45%

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All field required unless otherwise indicated.

[Save & Continue](#) [Clear Changes](#)

If this is a research project, are Veterans Administration facilities to be used?
Select "No" if project is non-research and/or if the VA is other party/signatory to the contract Select one...

Do you have a draft contract?
If yes, you will attach the file in step 6. Answer "No" if you expect a contract but have not yet received from other party/sponsor Select one...

Are Human Subjects (including survey, interviews, registries, or tissue samples) to be used at Vanderbilt? Select one...

Are Vertebrate Animals to be used at Vanderbilt? Select one...

Will this project receive additional support from any other source (e.g. industry/government/foundation, funding/drug/other)? Select one...

Is the PI or Responsible Person doing any related work for another party, including another private company or governmental sponsor (e.g. NIH/PHS)? that would conflict with the work being done under this project? If yes, please explain. Select one...

Did the PI or Responsible Person have any role in developing the scope of work/study design/protocol? If yes, please explain. Select one...

Does the PI or Responsible Person anticipate any independent discoveries or inventions (other than the sponsor's anticipated result) related to this project, or expect to make an improvement to or develop a new use for the sponsor's drug or product? (A new use is a use beyond the sponsor's existing patent and/or FDA approved treatment) Select one...

Does any participant in the proposed project have a conflict situation encompassed by the Vanderbilt University Conflicts Policy with respect to this project?
Advance disclosure is required in accordance with the Conflicts Policy. Select one...

Is the PI/Responsible Person or any other VU employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for Federal assistance programs or activities? Select one...

[Save & Continue](#) [Clear Changes](#)

Submission History

Created By	John Smith
Creator Phone	0-0000
Date Created	2012-06-29 00:00:51
Date Sent for Approvals	
Date Submitted to OCM	
Date Accepted	
Date Assigned	
VUMC Number Assigned	Not yet assigned
Last Modified	
Modified By	

Additional Viewers 1

[Add](#)

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Step 4: Questionnaire: Answer a series of questions about the contract. This step is designed primarily for research agreements, so most of the questions will not apply for residency agreements and will be answered “no.”

Instructions for Step 4

If this is a research project, are VA facilities to be used answer “no”

Do you have a draft agreement If the other school has sent a draft contract, answer “yes”, otherwise “no”

Are Human Subjects to be used at VUMC answer “no” Are

Vertebrate Animals to be used at VUMC answer “no”

Will this project receive additional support from any other source since there is no money changing hands for a residency/away-rotation agreement, this should be answered “no.” OCM is generally not concerned with internal funding arrangements between departments, etc.

Is the PI/Responsible Person doing any related work for another party answer “no”

Did the PI/Responsible Person have any role in developing the scope of work answer “no”

Does the PI/Responsible Person anticipate any independent discoveries answer “no”

Does any participant have a conflict situation covered by the VUMC Conflicts Policy answer “no”

Is the PI/Responsible Person or any other VUMC employee or student on this project debarred, suspended or otherwise excluded from Federal assistance answer “no”

Step 5: Subcontracts

Contract Submissions > C395: / Print Friendly

Draft

Progress: 60%

Step 1: General Info
Step 2: Funding
Step 3: Sponsor/Other Party
Step 4: Questionnaire
Step 5: Subcontracts
Step 6: Attachments
Step 7: Comments
Step 8: Review & Submit

Submission History

Created By	John Smith
Creator Phone	0-0000
Date Created	2012-06-29 00:00:51
Date Sent for Approvals	
Date Submitted to OCM	
Date Accepted	
Date Assigned	
VUMC Number Assigned	Not yet assigned
Last Modified	
Modified By	

Additional Viewers

Add

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All field required unless otherwise indicated.

Will this contract include additional outgoing subcontracts?
Do NOT answer "yes" if this contract is a itself a subcontract (that's not what we're asking). Answer "Yes" only if this contract will have additional subcontracts outgoing from it. Select one...

Click "Add Subcontract" to create a new draft contract submission linked back to this one. Do this for all known outgoing subcontracts that will be under this contract (NOT including this contract itself).

Add Outgoing Subcontract

There are no Outgoing Subcontracts linked to this contract submission.

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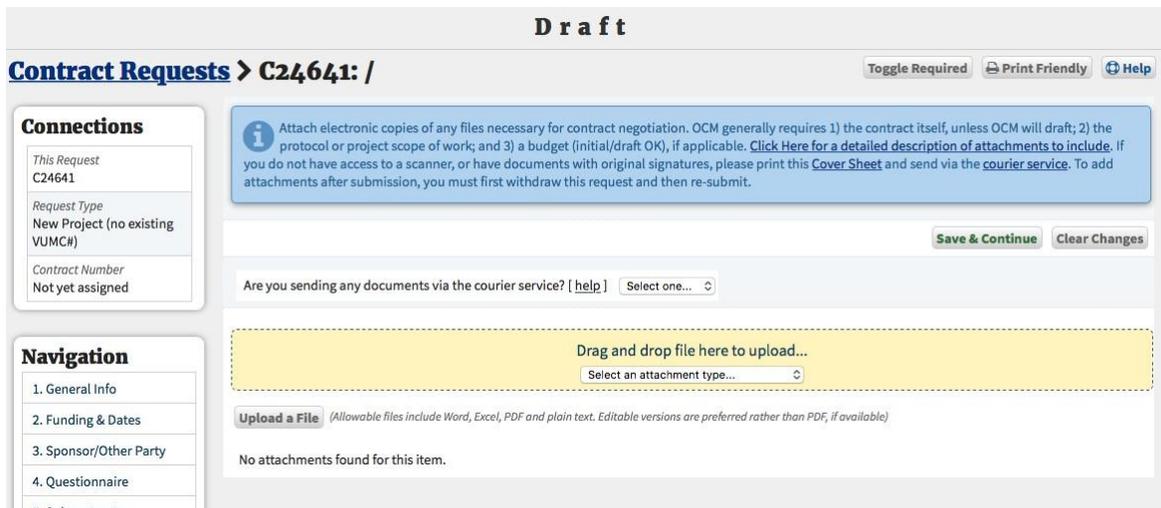
Step 5: Subcontracts:

Instructions for Step 5

Will there be any outgoing subcontracts off this contract This should always be answered "no" for residency/away-rotation agreements. If you have a question about whether a subcontract will be needed, please contact OCM for additional guidance.

Now click Save & Continue to move forward to Step 6.

Step 6: Attachments



Draft

Contract Requests > C24641: / Toggle Required Print Friendly Help

Connections

This Request
C24641

Request Type
New Project (no existing VUMC#)

Contract Number
Not yet assigned

Navigation

1. General Info
2. Funding & Dates
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts

Attach electronic copies of any files necessary for contract negotiation. OCM generally requires 1) the contract itself, unless OCM will draft; 2) the protocol or project scope of work; and 3) a budget (initial/draft OK), if applicable. [Click Here for a detailed description of attachments to include.](#) If you do not have access to a scanner, or have documents with original signatures, please print this [Cover Sheet](#) and send via the [courier service](#). To add attachments after submission, you must first withdraw this request and then re-submit.

Save & Continue Clear Changes

Are you sending any documents via the courier service? [[help](#)]

Drag and drop file here to upload...

Upload a File (Allowable files include Word, Excel, PDF and plain text. Editable versions are preferred rather than PDF, if available)

No attachments found for this item.

Step 6: Attachments: Here, you will attach any documents (Word, PDF, etc.) that OCM may need to review to begin contract negotiations. An example would be if the other school supplied a draft contract. **IMPORTANT: ANY CONTRACT DRAFTS MUST BE WORD FORMAT.**

Instructions for Step 6

IMPORTANT: Please be sure to upload a completed copy of the [GME Checklist](#). Download a copy of the checklist at this link [Peer Internal GME Contract Checklist](#) or visit the GME website for more information. Also, for away rotations only, it is important to upload the [Program Letter of Agreement \(PLA\)](#) which should be signed by all parties (or unsigned if you wish for Contracts Management to obtain the signatures with the contract/agreement signatures).

Contracts Management will not negotiate the terms of the PLA since this is an educational document so any questions or issues regarding the PLA will be referred back to the program. Please reference the Program Coordinator Manual for a PLA template and instructions.

Are you sending documents via the courier service If you have any documents, such as a contract with the other party that already has an original ink signature, you may send it to us via the courier service. Details about the courier service can be found by following the link in the yellow instructions box. If you indicate “yes” here, a warning will pop up to notify you that OCM will not review your submission until we receive the documents. Please use the “Cover Sheet” link to print a PDF cover page that should accompany the courier documents so that we know they belong with this PEER contract submission.

Upload a File To add a file to PEER, click the “Upload a File” button. You will be prompted with a box (below), click “browse” and select the file from your computer. Then click “Upload” to complete the process. The box remains in case there is more than one file

you'd like to add. When finished, hit the "X" icon in the upper right hand corner of the box.

Once you have uploaded all files, click "Save & Continue" to proceed to Step 7.

Step 7: Review & Submit

D r a f t

Contract Requests > C24641: Joseph Smith/ Toggle Required Print Friendly Help

Connections
This Request
C24641
Request Type
New Project (no existing VUMC#)
Contract Number
Not yet assigned

Navigation
1. General Info
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6. Attachments
7. Review & Submit

Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to OCM until the request is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your request will be placed in the queue for review by OCM. **NOTE: This request will not be considered "submitted" until all the approvals have been received.** Use [this form](#) to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

Status: Draft
Validate and submit below to begin the approval process. Once all listed approvals have been received, contract request will route to OCM for review.

Required Approvals

Approver	Role	Status	Date Approved	Re-send Email	Comments
Smith, Joseph	Principal Investigator or Project Responsible Person	Un-Sent			
Johnson, Joyce	Department/Division Chair or Designate	Un-Sent			
Multiple	Graduate Medical Education	Un-Sent			

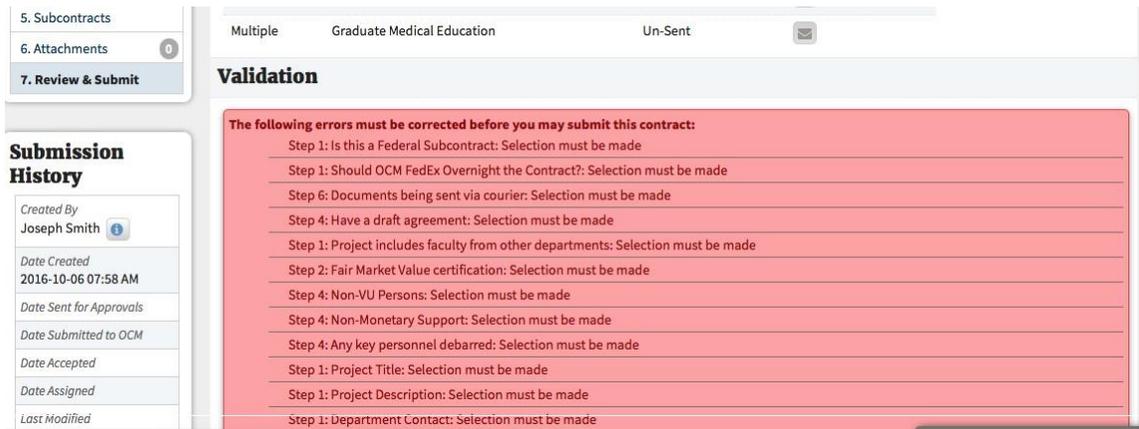
Validation

Step 7: Review & Submit: It is time to review your submission and then submit for approvals.

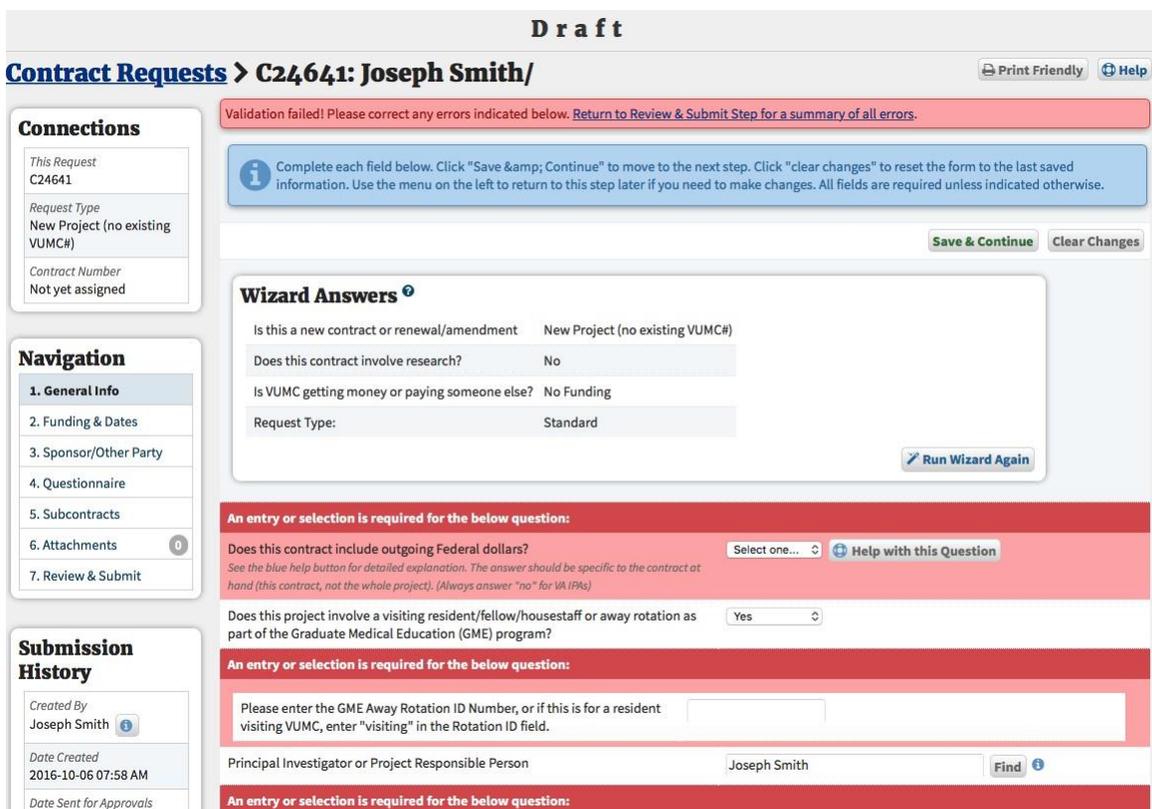
Instructions for Step 7

The persons you entered on Step 1 as the "PI/Responsible" Person and "Department Chair/Approver" must log into PEER and approve this submission before OCM will process it. PEER will email both persons to request they approve, but before that we must validate the form information you have entered. The GME approver will show Multiple/TBD. This is NOT A PROBLEM. There are multiple possible GME approvers (including Trish Craft) and it will not show a name until one of them goes in and approves. The GME approval is added automatically once you answer Yes to the GME question on Step 1.

Press the "Validate" button as shown below. PEER will begin checking your information for errors.



If you have any errors, PEER will display them on the screen. Use the navigation menu on the left to go back to each step where an error is reported and fix the error.



In the above example, we would use the navigation menu on the left to go back to Step 4 and fix the error. Once you get to Step 4, the error will be highlighted for you as shown below.

[Contract Submissions](#) > C380: Joey Barnett/Army, United States Department Of The (DUNS#152883013) Print Friendly

Draft

Progress: 100%

- Step 1: General Info
- Step 2: Funding
- Step 3 Sponsor/Other Party
- Step 4: Questionnaire
- Step 5: Subcontracts
- Step 6: Attachments
- Step 7: Comments

1 Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to OCM until the submission is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your submission will be placed in the queue for review by OCM. **NOTE: This submission will not be considered "submitted" until all the approvals have been received.** Use [this form](#) to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

Submission Status & Approvals:	
PI/Responsible Person has approved	No
Departmental Approver has approved	No
Submission Status	Draft

Validation Complete. No errors found! You may now submit, which will initiate PI/Chair approval routing.

Once you fix the error, don't forget to "Save & Continue" and then navigate back to Step 8. Once all errors are fixed, the submission will pass validation and you will see a "Submit" button on Step 8 as shown below.

Now click "Submit." The status will change from "draft" to "pending approvals." The "PI" and "Chair" persons will each get emails requesting they log in and approve this contract request. This does not replace signatures on the final contract, but rather these approvals let OCM know that the folks in charge are OK with this contract proceeding. Contract signatories are often the same as the submission approvers, but don't have to be.

Now that you've submitted, go back to "View All Requests." If you click on "Contracts" in the black menu bar, you'll see a link for "View All Requests" in the drop down list.

Notice that your request now shows "pending" status. You can check back here to check the status of your request. Also, once all three approvals have been received, you will get an email, copied to the contact person you indicated in Step 1, notifying you that all approvals have been received and that the request has changed from "pending" status to "submitted" status.

NOTE: for Department of Medicine Divisions: If you submit under a department that is part of DOM, in addition to "PI" and "Chair" approvals, the DOM business officer will also be required to approve on behalf of the DOM chair. This is done automatically and you do not have to take any extra steps.

If you check back on your request, instead of going to Step 1, now that it is no longer in "draft" status, you are taken directly to Step 7: Review. Notice the status bar now indicates "pending" status.

Also notice the "withdraw" button. Once the request is out of "draft" status, you cannot make changes to it. If you find a mistake or there is another change, click "withdraw" to

return the submission to “draft”. You may then make changes and re-validate and re-submit. Withdrawing will clear out any approvals you have already received and those persons will have to re-approve.

The screenshot shows the 'Pending Approvals' screen for contract submission C380. The page title is 'Contract Submissions > C380: Joey Barnett/Army, United States Department Of The (DUNS#152883013)'. A yellow banner at the top indicates 'Pending Approvals'. On the left, a progress bar shows 100% completion, with steps 1 through 6 listed. A central information box contains instructions: 'Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to OCM until the submission is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your submission will be placed in the queue for review by OCM. NOTE: This submission will not be considered "submitted" until all the approvals have been received. Use this form to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.' Below this, the 'Actions' section includes 'Withdraw' and 'To Approval Screen' buttons. The 'Submission Status & Approvals' table shows that both the PI/Responsible Person and the Departmental Approver have approved, with 'No' buttons for 'Rec'd on Paper' and 'Resend Email'. The overall 'Submission Status' is 'Pending Approvals'.

Also note the “resend email” button. If an approver does not receive the automated email, or it is misplaced, you can click here to send it again. If your approval takes more than a couple of days, you may want to contact that person and possibly re-send.

The screenshot shows the 'Submitted' screen for the same contract submission. The page title is 'Contract Submissions > C380: Joey Barnett/Army, United States Department Of The (DUNS#152883013)'. An orange banner at the top indicates 'Submitted'. The progress bar and steps remain the same. The central information box contains the same instructions as the previous screen. The 'Actions' section now includes 'Accept', 'Reject', and 'Return to Draft' buttons. The 'Submission Status & Approvals' table shows that both the PI/Responsible Person and the Departmental Approver have approved, with 'Yes' status and timestamps: 'Yes (rec'd via paper on 2012-06-29 00:42:05)' and 'Yes (rec'd via paper on 2012-06-29 00:42:35)'. The overall 'Submission Status' is 'Submitted'.

At this point we'll assume all approvals have been received. If OCM were waiting on documents from the courier service, the submission would remain “pending”. For this guide we will assume that you indicated no courier documents. Once the approvals are received, the submission automatically changes into “submitted” status. At this point, OCM will review your submission. If your submission looks normal, acceptance is typically granted within a day or two. OCM may contact you and/or the person you listed as Department Contact if there are questions about the submission. If there are major deficiencies with the submission, OCM may “reject” it, which returns the submission to a “draft-like” status where you can make changes and re-submit. Notice that even during “submitted” status you may withdraw if needed.

Contract Submissions > C380: Joey Barnett/Army, United States Department Of The (DUNS#152883013) Print Friendly

Accepted

Progress: 100%

- Step 1: General Info
- Step 2: Funding
- Step 3 Sponsor/Other Party
- Step 4: Questionnaire
- Step 5: Subcontracts

Actions: [Mark Assigned](#)

Submission Status & Approvals:

<i>PI/Responsible Person has approved</i>	Yes (rec'd via paper on 2012-06-29 00:42:05)
<i>Departmental Approver has approved</i>	Yes (rec'd via paper on 2012-06-29 00:42:35)
<i>Submission Status</i>	Accepted (on 2012-06-29 00:42:38 by Chris Renner)

Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to OCM until the submission is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your submission will be placed in the queue for review by OCM. **NOTE: This submission will not be considered "submitted" until all the approvals have been received.** Use [this form](#) to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

If OCM approves of your contract request, it will be marked accordingly and the status will change to "accepted." You will receive email notice of this. What this means is that the materials you submitted to OCM are sufficient for us to set up a new contract file and assign a Contract Analyst to begin working on the contract (drafting, negotiating, etc.).

Contract Submissions > C380: Joey Barnett/Army, United States Department Of The (DUNS#152883013) Print Friendly

Assigned

Progress: 100%

- Step 1: General Info
- Step 2: Funding
- Step 3 Sponsor/Other Party
- Step 4: Questionnaire
- Step 5: Subcontracts
- Step 6: Attachments
- Step 7: Comments

Submission Status & Approvals:

<i>PI/Responsible Person has approved</i>	Yes (rec'd via paper on 2012-06-29 00:42:05)
<i>Departmental Approver has approved</i>	Yes (rec'd via paper on 2012-06-29 00:42:35)
<i>Submission Status</i>	Assigned (on 2012-06-29 00:42:38 by Chris Renner)
<i>File Assignment Comments</i>	Assigned CC: chris.renner@vanderbilt.edu Assigned CA: chris.renner@vanderbilt.edu foo

Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to OCM until the submission is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your submission will be placed in the queue for review by OCM. **NOTE: This submission will not be considered "submitted" until all the approvals have been received.** Use [this form](#) to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

The final step in the PEER submission process is for your submission to be assigned to a Contract Analyst. You will receive an email from OCM notifying you of the contract number assigned to this submission, as well as the Contract Analyst assigned and his/her email and phone number.

In PEER, the status will then change to "assigned", and PEER's role in the process ends. From this point on, OCM will maintain information in our internal database. Your department will be informed during the review/negotiation process and OCM will send a PDF of the final, fully executed (signed by all parties) contract at the end of the process.

For questions, please contact OCM at research.contracts@vumc.org.