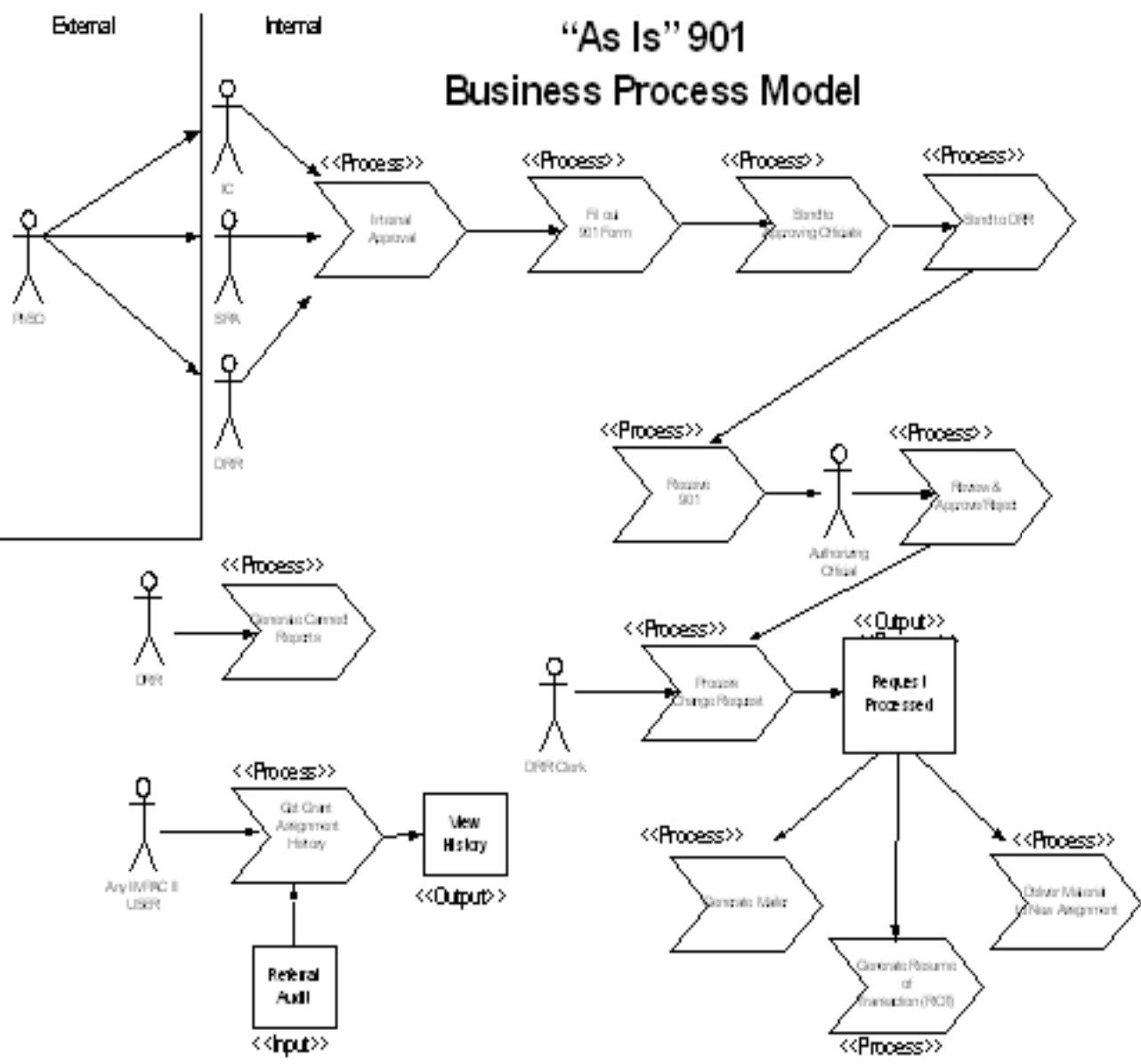
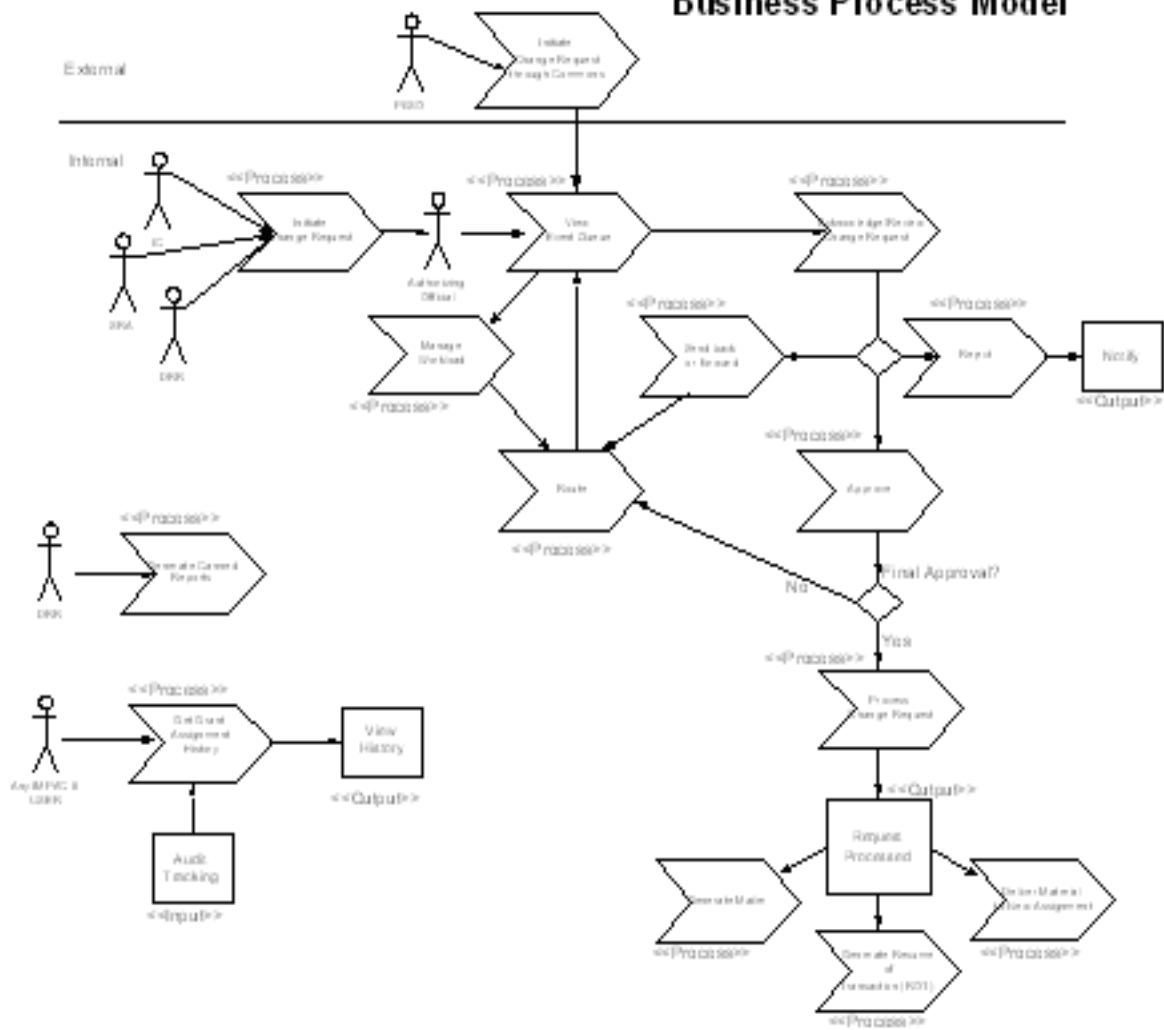


"As Is" 901 Business Process Model



"To Be" Assignment Change Request Business Process Model



Solution Features

Feature Name	Feature Description	Release
F1	Ability to Initiate Request - A request to change the grant assignment is broken down into the following components by which one or more can be changed: <ul style="list-style-type: none"> • IRG/Study Section • IC • Dual ICs • Withdrawal • Reinstatement • IRG/Council Deferral • Grant Number Change • Delete • Mass Change 	
F2	Ability to Attach Documents – The system shall have the ability to allow user to attach supporting documents to the change assignment request.	
F3	Ability to Enter Justification – The system shall have the ability to allow user to enter text for justification purposes.	
F4	Ability to Receive - The system shall have the ability to show the user a list of eRequests, ready for processing, that the user has been assigned to.	
F5	Ability to Review - The approving official needs to review the change request based on current assignment and proposed changes including justification for assignment change.	
F6	Ability to Approve - The approving official needs to approve, reject, hold (WIP) or route back to requestor for more information.	
F7	Ability to Process - The change process is done by the system after the approval process is completed. The changes are implemented based on the business logic.	
F8	Ability to Route - The system shall have the ability to route request for review/approval/rejection processing and define approval chains. Shall allow user the ability to customize the approval chain.	
F9	Ability to Manage Workload - The approving official needs to manage the change requests. This feature will allow the user to see all pending requests in their queue.	

F10	Ability to Notify - The system shall have the ability to notify individuals or groups by either email, event queue or postal service mail. The recipients of any of these notification types can be any of the following; main, "need to know" or "sign up" destination.	
F11	Ability to Audit - The system shall audit every transaction and viewed in the Grant Folder.	
F12	Ability to Track - The system shall have the ability to allow any user to view the audit trail and track prior, current and future actions on a particular eRequest.	
F13	Ability to Report - The system shall have the ability to produce canned reports.	
F14	Ability to define business rules – The system shall preserve current business rules in order to orchestrate workflow and have the flexibility to make changes to these rules quickly and seamlessly.	
F15	Ability to use Organizational Hierarchy – The system shall have the ability to utilize the structure for the workflow rules based on predefined Organizational Hierarchy.	
F16	Ability to delegate - The system shall have the ability to allow users to delegate approving authority.	
F17	Ability to Send Reminders - The system shall have the ability to send reminder notification to users who need to take an action with an eRequest and have not done so in a period of time. The system shall allow requestors to set a priority to an eRequest and thereby setting a deadline for processing.	