SoonerTrack Agreements:
Introduction to Electronic Routing
What is SoonerTrack?

• SoonerTrack is an enterprise system designed to facilitate the electronic routing and management of Agreements and Grant proposals.

• The SoonerTrack system is utilized by the following offices:
  • Office of Research Administration
  • Office of Admissions and Records
  • College of Medicine Graduate Medical Education Office
Training agenda:

• Overview of SoonerTrack
• SoonerTrack website
• SoonerTrack login and navigation
• Routing form demo
• Workflow demo
• Question and Answer
SoonerTrack Website:

Landing page and jump-off site for the Agreements and Grants module.

I. Direct links
II. Training dates
III. Training documents and quick reference guides
IV. Help desk and other resources

http://soonertrack.ouhsc.edu/
SoonerTrack log-in page:

SoonerTrack Agreements & Grants

This is an electronic gateway for the submission, review, approval and tracking of Agreements and Grant Proposals for The Office of Research Administration, College of Medicine Graduate Medical Education Office, and The Office of Admissions and Records. Each office maintains information regarding the Agreements and documents routed through this system. The Office of Research Administration maintains information regarding Grant proposals routed through this system.

Don’t have an OUHSC Account?
Click Here to Register

Use self-registration: Only if users do not have an OUHSC account

Log in with OUHSC user-name and password

Login as
User Name: psiharat
Password: **********

A University of Oklahoma Health Sciences Center account is required to log into SoonerTrack. After signing into this site, you are bound by the terms and conditions set forth when you received your account.
Workflow: Study Staff/PI

Stage: Presubmission

Option 1: Start
- PI Completes Routing Form
- PI Completes COI Assurances and Fed/University Requirements

Option 2: Start Here
- Departmental Staff prepares Routing Form. Requests PI to complete/submit
- PI Reviews/Completes Routing Form

Routing Form APPROVED?
- YES: Routing Form Submitted to Dept/Dean Review Stage
- NO: PI Corrects and Resubmits

Note: Department or PI may initiate the Routing Form, but ONLY the PI may submit as they must certify the accuracy of the Routing.
Workflow Internal Review:

Office Review:
- ORA review
- Out to signatures
- Finalize
Notifications:

• SoonerTrack will generate email notifications at certain intervals during the workflow.

• Example: An email notification will be sent out when the “Ready for PI-PD Review” activity is executed.

• Work-in-progress…
From: soonertrackdonotreply@ouhsc.edu
Sent: Wednesday, March 02, 2016 8:03 AM
To: Zornes, Christy (HSC) <Christy-Zornes@ouhsc.edu>
Subject: ORA00000125 Ready for PI/PD Approval

Agreements
Office of Research Administration
ORA00000125  PI/PD Approval Submitted
PI/PD: Christina Scifres
Agreement Type: Material Transfer Agreement
Title: Risk factors for cardiovascular disease in women with a history of gestational diabetes 2016

This agreement was sent to Christina Scifres for approval. Please click the link above to check the status.

Please do not reply to this email. If you have any questions, contact the Office of Research Administration at HSCORA@ouhsc.edu or 271-2090.

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Questions?

• For general OUHSC login or account issues: servicedesk@ouhsc.edu or 271-2203.
• For general system questions, or to report an error or issue: soonertrackhelpdesk@ouhsc.edu
• For feedback, comments, and suggestions: soonertrackhelpdesk@ouhsc.edu
• For specific questions about a routed agreement or grant:
  • Office of research administration: hscora@ouhsc.edu or 271-2090
  • Office of admissions and records: affiliations@ouhsc.edu or Lisa Merrell, 271-2359
  • College of medicine, graduate medical education office: Leisa Burton or Kristen Chewey, 271-2265