DEVELOP AND SUBMIT PROPOSAL

- Develop budget
- Complete Coeus details, Routing documents and PEER entry
  - Facilities
  - Equipment
  - Project Summary
  - Project Narrative
  - SOW
  - Budget
  - Budget Justification
- Human Subjects?
  - YES: Complete FACTr or StarBrite
  - NO: Resolve issues
- Route
- Approved?
  - YES: Upload final documents
    - Science
    - Biosketch
    - Other Support
    - Upload into submission Portal
    - Submit
  - NO: Resolve issues
AWARD SET UP

Just in Time → Center Management/Center Request → Receive NGA → Activation Notice/Payback Agreement → Pre-Award Spending Request
Determine what Documentation is needed

IRB? IACUC? Other?

YES

Prepare and collect requested documents

UPDATE AND COLLECT OTHER SUPPORT

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit

Prepare and collect requested documents

Update and collect Other Support

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits

NO

Edit and resubmit
Log into Center Management.

Start request process via Request Center from Coeus link.

Enter updated information (dates, etc.) and upload required documentation (budget, award notification, etc.)

Submit Request electronically and email approver

Receive approval by Authorized Person?

YES

Request is Received by Finance

Tape: Receive email that center number has been assigned

NO

Edit and resubmit

Trigger: Notification of award or possible award
Receive Notice of Grant Award

Trigger: Receive notification of award

Determine award type

- Is this a NIH Grant?
  - Yes: Go to eRA Commons, find award, download NGA
  - No: Is this a non-federal grant?
    - Yes: See Activation Notice instructions
    - No: Tape: Notify PI and Postaward
Trigger: Fellowship is awarded

Determine what Documentation is needed.

- IRB?
  - YES
    - Prepare **IRB Assurance Form**. Send with approval letter and amendment adding new funding source.
  - NO
    - IACUC?
      - YES
        - Prepare **IACUC Certification Form**. Send with current approval/review letter and do fellowship/trainee assurance online.
      - NO
        - Other?
          - YES
            - Prepare any other requested documents.
          - NO

Collect all required items.

Submit to Finance for Steve Todd’s signature.

Finance returns signed activation form.

Possible required documents include:
- Activation notice
- Bank form for Finance
- 501C
- W4 from OSP
- Payback agreement for postdocs

Email to Sponsor, copy OSP and send hard copy to Sponsor.

Tape: Place award notice in electronic file
**PRE-AWARD SPEND REQUEST**

**Trigger:** Receive request for Preaward spend from PI or Postaward

- **Determine award type**
- **Is this a non-federal grant?**
  - **YES**
    - Locate Pre-award Spend rules in award letter to see if it is allowed and obtain instructions
  - **NO**
    - **Is OSP approval needed?**
      - **YES**
        - Write email/letter, follow instructions for pre-award spend request
      - **NO**
        - Submit to OSP

- **Is this a NIH Grant?**
  - **YES**
    - In PEER, select Pre-Award Spending Request
      - **COEUS Number**
      - **PI Name**
      - **Grant Title**
      - **Sponsor**
      - **Unit (Department)**
      - **Grant Number**
      - **Center Number**
      - **Expected Start Date**
      - **Date of the Start of Pre-Award Spend**
      - **Justification**
  - **NO**
    - Obtain information from PI or Postaward

- **Submit to OSP**
  - Tape: OSP or Sponsor Approves
NIH Progress reports
Other Sponsor Progress Reports
OTHER SPONSOR PROGRESS REPORT

Trigger: Locate in Award Letter or application instructions, progress report deadlines

- Locate in award system or on sponsor website, the preferred progress report forms, save in file. Forms could also be emailed to PI by Sponsor

Two months before submission deadline, email PI reminder, attach forms and instructions for PI to complete

- Is a financial report required?
  - YES: Email Postaward, so they may request financial report
  - NO:

- Grant manager creates PEER record for progress report
- Grant manager creates COEUS submission for progress report
- Gather information and documents required for submission by sponsor

- Is a OSP approval needed?
  - YES: Obtain OSP signature
  - NO: Submit PEER and copy of final progress report in COEUS for OSP and Department records

Tape: Submit Final progress report to Sponsor, copy in file
EQUIPMENT REBUDGET

Trigger: Receive notice from postaward of equipment rebudget need

Obtain letter from PI for request and Equipment price quote

Go to PEER

Initiate Equipment Rebudget Request

Submit to OSP

OSP Approves?

YES

Tape: OSP Submits, save approval in file

NO

Edit and resubmit

OSP

Does this request benefit multiple grants under different PI’s?

Any previous re-budget requests in the current project year?

Any previous re-budget requests in the current budget period?

Attach letter from PI requesting approval

Attach equipment price quote

COUES Proposal number
PI name
Project title
Sponsor name
Department
Complete grant number, including grant year
EFFORT CHANGES

Trigger: Receive request for effort reduction from PI or Postaward

- Non-federal
  - Is this an NIH or a non-federal grant?
    - NIH
      - Is the Key Person listed on the NGA?
        - NO
          - Effort may be reduced with no prior NIH approval
        - YES
          - Obtain letter from PI justifying effort reduction
    - NO
      - Locate Award Letter or foundation policies to see if it is allowed and obtain submission instructions

- Obtain email/letter from PI which follows instructions for effort change request

- Is OSP approval needed?
  - YES
    - Submit to OSP for approval
    - In PEER, select Effort Change Request
      - COEUS Number
      - Key Person name (who change affects)
      - PI name
      - Sponsor
      - Project Title
      - Sponsor Award Number & Year
      - Unit (Department)
      - Original (Approved) effort
      - New Effort (annualized)
      - Percent Change in effort
      - Does the new effort affect the PI’s ability to accomplish the grant?
      - Effective date of change?
      - Attached Letter to Sponsor
      - Enter detailed justification for this effort change
    - Submit to OSP approved and signed letter to GMS at NIH or Foundation

  - NO
    - Submit email/letter to Foundation

Tape: Receive Sponsor Approval, place in file
Is there an outgoing Subcontract?

YES

Initiate subcontract process.

NO

Post Award begins management.

See that both PI and Post Award have copies.

Save Award in Shared File.

Trigger: Receive Notification of Award.
CENTER MANAGEMENT

Trigger: Receive Notification of Award

Check with Post Award to see if Center Number needed?

YES

Confirm that Progress Report has approval in Coeus

Submit Center Request via Center Management.

Email Post Award for Approval in Center Management

Center Number Received. Post Award continues to manage.

NO

Post Award continues to manage.

Include:
- Coeus Number
- Budget
PRE-AWARD CONTRACTS

Trigger: Notification of contract by PI or other party
Submit to OCM via PEER for processing
Execute contract
Center Request for contracts with incoming money
Execute amendments
Close out a completed contract
Tape: Confirm completion with OCM

- Project Title
- Project Description
- Budget
- Other Party information
- Contracts Questionnaire
- Document upload (possible requirements: budget, scope of work, draft agreement)

- OCM assigns Contract Analyst
- Department works out payment terms
- OCM works out other negotiations
- OCM presides over signature process
- OCM sends final executed contract
- Send executed contract to Post Award

- Complete hard copy center request
- Send to Post Award for processing

- OCM begins sending reminders to dept 90 before current contract ends
- Dept contacts Contract Analyst
- Dept obtains budget
- OCM negotiates with other party
- OCM presides over signature process
- OCM sends final executed contract
- Send executed contract to Post Award

- Confirm with PI/Post Award

Complete hard copy center request
Send to Post Award for processing

OCM begins sending reminders to dept 90 before current contract ends
Dept contacts Contract Analyst
Dept obtains budget
OCM negotiates with other party
OCM presides over signature process
OCM sends final executed contract
Send executed contract to Post Award

Confirm with PI/Post Award