

Current Proposal & Award Management Process Workflow (Pre-award)

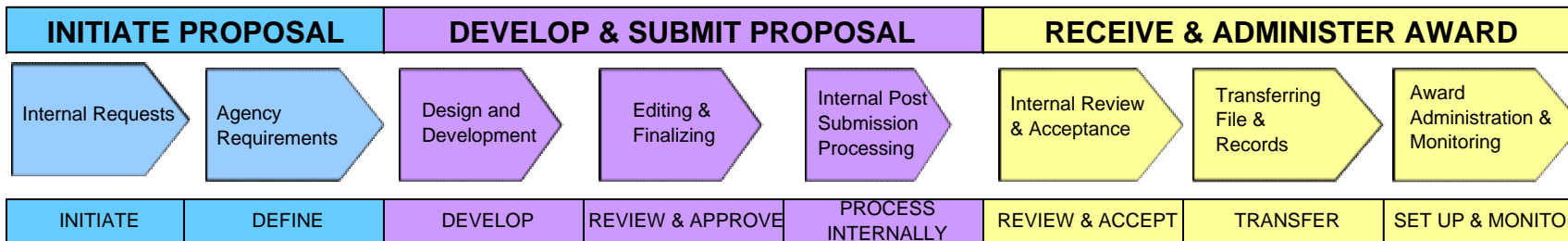
Processes

Phases

Steps

Required Deliverables

Considerations



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| <ul style="list-style-type: none"> ◆ PI/ORR/ORD find funding opportunities ◆ Notify ORR assigned Pre-award staff via e-mail or phone ◆ ORR/PI to send initial e-mail with PRF, budget, RFP, etc. | <ul style="list-style-type: none"> ◆ Create proposal folder ◆ Review RFP ◆ If limited submission contact VC ◆ Notify Advancement if Found./Corp.* ◆ Request C&P* ◆ Start proposal in Cayuse* or other system ◆ Send follow up e-mail | <ul style="list-style-type: none"> ◆ Develop budget, administrative & technical pieces ◆ Determine if any subawards & collect required sub-proposal documents ◆ Upload/enter data into Cayuse* or other system(s) ◆ If special considerations notify Compliance | <ul style="list-style-type: none"> ◆ Proposal review & edits for compliance & accuracy ◆ If cost sharing seek appropriate approval & submit c/s form ◆ Final proposal review ◆ Submit proposal ◆ Notify PI(s) once submitted ◆ JIT* ◆ Re-budget, if requested* | <ul style="list-style-type: none"> ◆ Finalize file ◆ Post submission review ◆ Send follow up e-mail* ◆ Transfer file to Admin. Assistant ◆ Record in PeopleSoft | <ul style="list-style-type: none"> ◆ Review award terms & conditions ◆ Re-budget, if needed* ◆ Negotiate* ◆ Accept and sign the award | <ul style="list-style-type: none"> ◆ Generate Award in PeopleSoft ◆ Transfer the file to Post-award ◆ Post-award to review for special considerations ◆ Finalize award record in PeopleSoft | <ul style="list-style-type: none"> ◆ Create award file ◆ Pre-award to issue sub-award(s)* once an award is created in PeopleSoft ◆ Sub-recipient Monitoring ◆ Compliance: reports submission; special considerations* ◆ Process NCE, re-budgeting, PI change |
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| <ul style="list-style-type: none"> > Notification of intent to submit a proposal/sub-proposal > RFP > PRF | <ul style="list-style-type: none"> > Initial proposal folder (paper & electronic records) | <ul style="list-style-type: none"> > Project budget, budget narrative, certs.* | <ul style="list-style-type: none"> > Full final proposal including internal (PRF, IP*, FCOI*) & external forms | <ul style="list-style-type: none"> > Create a proposal record in PeopleSoft | <ul style="list-style-type: none"> > Fully executed award agreement | <ul style="list-style-type: none"> > Generated award record in PeopleSoft | <ul style="list-style-type: none"> > Award file > Fully executed Subaward(s)* |
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WORK PLANNING AND SCHEDULING **GOVERNANCE & ORGANIZATION** **RISK MANAGEMENT** **QUALITY CONTROL & MANAGEMENT**
COMMUNICATIONS **CHANGE CONTROL & MANAGEMENT** **DATA INTERGRITY & CONSISTENCE** **REPORTING** **CUSTOMER SERVICE**

* For applicable proposals & awards