Sponsored Award Lifecycle

1. Develop an Idea & Identify Funding (PI)
2. Develop Proposal (Pre-Award RAS)
3. Review & Submit Proposal (OSP)
4. Sponsor Notice of Award (PI, OSP)
5. Award Setup in Compass/Issue eNOA (FGC)
6. Establish & Execute Sub-awards (OSP)
7. Post-Award Management (RAS, PI, FGC, AR)
8. Reporting (RAS, PI, FGC, FSR)
9. Close-outs (RAS, FGC)

Pre-Award

Award Set-up

Post-Award

• Prepare (PI) and submit (OSP) Final Invention Statement and Final Progress Report (PI submits in some cases)
• PACT preparation (RAS)
• PACT submission to FGC (RAS)
• Close in COMPASS (FGC)

• Create scientific progress report (PI)
• Create and submit Interim FSRs to sponsor (RAS)
• Create RPPRs (RAS/PI) and submit to sponsor (OSP)
• Prepare ART (RAS)
• Review and submit ART to FGC (RAS)
• Create Annual & Final FSR and submit to FGC (RAS)
• Submit Annual and Final FSR to sponsor (FGC)

• Ongoing reconciliation reports/meetings (RAS/PI)
• Invoice sponsor (FGC)
• Sub-award management (PI/RAS)
  o Determine if deliverables are met (PI)
  o Release post award invoice in Emory Express (RAS)
  o Release payment to sub-awardees (Payment services)
• Receive payment at AR (Cash AR – Finance Group)

• Compile (RAS) and submit (OSP) Just-in-Time materials
• Notification to PI & OSP often occur at different times and through different mechanisms
• Ensure all components of awards are complete, e.g., IRB, IACUC, etc. If not, gather as needed from RAS, Sponsor, etc. (OSP)
• Ensure the terms of the award are acceptable and the award is ready for setup (OSP)
• Initiate award set-up request in Compass (OSP)

• Set up award in Compass (FGC)
• Issue eNOA & SpeedType (FGC)

• Ensure all materials required for subaward have been received (RAS)
• Initiate the subaward award request in COMPASS (RAS)
• Draft/execute subaward (OSP)
• Forward executed subaward to FGC and RAS (OSP)