Proactivity for Award Set-Up

Often PI/Unit are informed that a proposal will be funded or there is a high likelihood of funding. This could be via a call or an email. It could also be in the form of a "request for additional information" – just in time; revised budget; etc.

When this occurs, there are five things you can do to facilitate a quicker award set up.

1. Check the ***Grants Portal FP Record*** to ensure all data fields are complete and accurate. Fields were added over the past year, so please make certain those fields are included too. If any updates are needed, email SPA, SPA will make the changes and re-route the proposal for approval.

2. Confirm the Grants Portal FP Record is ***Fully Approved***.
   o Within the Grants Portal, open the FP Record, scroll down to Transmittal Data:
     ▪ Light Orange – required approvals
     ▪ Green – approval received
     ▪ Yellow – waiting on approval – <u>follow up on these until they shift to green</u>

3. Does your proposal require ***Compliance Approvals*** – Human Subjects, Animals, Recombinant DNA, Hazardous Materials, etc.? If so, obtain those approvals to avoid set-up delays.
   o Don't forget about Conflicts of Interest and Export Control! Check for those approvals AND…
     ▪ Is FCOI Disclosure current?
     ▪ Is training up to date?

4. Do you have a UGA Budget Template uploaded? If not, please do so. The UGA Budget Template allows transparency into what UGA Account Codes your budget will be distributed to.
   o Does the ***Anticipated Award Amount*** align with the proposal budget? If not, you have two options.
     ▪ OPTION 1 – update the UGA Budget Template
     ▪ OPTION 2 – upload instructions telling SPA where the difference should be absorbed. EXAMPLE – if you want the difference to be absorbed via Operating Expense and IDC, you can include that within an email.

5. Were ***Additional Documents*** provided to the sponsor and not routed through SPA? If so, please provide those documents to SPA as soon as possible!

Utilizing these five steps, as soon as you learn that funding is likely, will save considerable time in the award set up process.

NEWER Grants Portal Fields

- o Newish fields
  - **Basic Proposal Information Page 1**
    - *Question 2* – If a fellowship, please identify the Fellow
  - **Basic Proposal Information Page 2**
    - *Question 7* - Is any portion of the project occurring in international waters, beyond US maritime zones, or in a foreign location?
    - *Question 8* – Are any UGA or non-UGA project personnel, collaborators, vendors, consultants or service providers traveling outside of the US for fieldwork, project/research performance, collaborations, conferences, or technical assistance?
    - *Question 10* - Does this proposal include graduate student tuition?
  - **Additional Personnel**
    - *Question 3* – Do any senior/key project personnel on this project have compensated or non-compensated appointments, positions, or affiliations with any foreign institutions, companies, or entities?
    - *Question 4* – Will this proposal involve UGA/UGARF subcontract to another non-UGA/UGARF entity? *If yes – be sure all subcontract/subaward information is provided including scope of work, budget, justification, and contact information for the sub institution.*
  - **F&A Distribution**
    - *Question 1* – Does this proposal include F&A consistent with the UGA IDC/F&A Rate Agreement
  - **Compliances**
    - *Question 4* - Will this project involve the transfer of equipment, materials, or data outside of the US?
    - *Question 5* – Will this project involve in-kind contributions or items of value such as free use of lab, space, employees, students, etc....?
    - *Question 6* - Will the research involve select agents or toxins?
  - **Cost Sharing and Matching**
    - *Questions 2* - I s Cost Sharing/Matching mandated by the sponsor as part of the funding opportunity/announcement or sponsor policy?
    - *Question 3* - Does this proposal include a voluntary cost share/match?
    - *Question 4* - Does this proposal include salary cap limitations mandated by the sponsor?
    - *Question 5* – Cost Sharing and Matching Info – Dollar amount and department number