	PI	DOM RA	OSP	RGC	OTHER/Dept	NOTES		
		Gene	ral					
Provide Authorized Organizational Signatures on requested documents			x			Items for signature route through DOM RA		
Pre-Award								
Identify Funding Opportunities	x	1	1					
Notify DOM RA (via intake form) of proposal submissions at least 3 weeks	Χ							
prior to the deadline; longer for proposals with subrecipients and/or cost								
share	x							
Maintain Biosketches	v				x	Pls may request their admin assistants to help with this.		
Provide checklist of proposal requirements, as well as any applicable	^				^	To may request their definit desistants to help with this.		
sponsor guidelines and templates available		x						
Provide the Subrecipients a proposal checklist of requirements, as well as								
any applicable sponsor guidelines and templates available		x						
Ensure Subrecipient documents are received on time and in the proper								
formats		х						
Provide all required documents requested for submission	х							
						Pls may request their admin assistants to help with this.		
Generate Facilities for proposal	x				х	There is also a template on the ORSP website.		
Provide budget details for budget draft	x							
Draft official budget, verify base salaries used and appointment types		х						
Determine if costs meet Cost Accounting Standards (CAS)	х	х						
						Draft is provided based on final budget and areas are		
Draft budget justification based on final internal budget		х				highlighted for the PI to fill in.		
Complete scope/project specific entries on prepared budget justification	х							
						PI should provide files in compliant formats, DOM RA will		
Format/Compliance Review (font size, margins, all documents required,						review before sending to OSP for final review and		
etc.)	Х	Х	Х			approval.		
Apply minor formatting edits to non-technical documents (facilities, budget,								
justification, biosketches, etc.) - (when provided in Word Docs by the deadline requested)					.,	Die may request their admin assistants to help with this		
Apply minor formatting edits to non-technical documents (facilities, budget,	X	X			X	Pls may request their admin assistants to help with this.		
justification, biosketches, etc.) - (when provided in PDF)	v				x	Pls may request their admin assistants to help with this.		
Apply requested edits to the research strategy/technical files	X				^	To may request their defining assistants to neith with this.		
Disclose compliance elements (human subjects; animal use; biohazards,	X							
etc.)	Y							
Disclose any IP	×							
Complete eDisclose	X				v	Any key personnel		
Determine type of application (research, instruction, etc.), which drives F&A	X				^	Occasionally may require OSP to weigh in. DOM RA can		
rate.	x				x	provide guidance documents.		
Notify Pre-Award Admin of changes in project title, period of performance, or								
compliance items since initial intake form completion	x							
Review all EPEX responses during proposal routing and notify Pre-Award								
Admin if any changes are made or need to be made	x							
Review all Cayuse form responses during proposal routing and notify Pre-								
Award Admin if any changes need to be made.	х							
Final approval to submit	х		x					
						Electronic systems are submitted through OSP; Email		
Dranged Submission						submissions are submitted through DOM RA after		
Proposal Submission		Х	X			obtaining OSP approval.		

Just-in-Time and other administrative tasks prior to award execution (ex:	1		1		
budget revisions, etc.)	Y	Y	Y		Significant collaboration of all three groups.
Submit for and obtain compliance protocols (IRB, IACUC, Biosafety, etc.)	^	^	^		eignineant condoctation of all times groups.
and send to DOM RA for documentation.	x			x	Collaboration of PI and study team.
Ensure compliance protocols (IRB, IACUC, Biosafety, etc.) are documented	^				,
when processing new awards.		х			
Prepare progress reports (RPPRs, etc.)	Y	-			
r repaire progress repetite (i.e. i i i.e., etc.)	^				DOM OS files will go to DOM OS Coordinator, External
Request Other Support files timely that are necessary for RPPR (as early					RAS and Subrecipient Other Support files need to be
as feasible, no less than 2 weeks prior to the due date)		х			directed appropriately by the Pre-Award admin.
Review progress report in full, including confirming OS and All Personnel					,
person months match.		х			
Respond to Sponsor Inquiries	x	x	x		Significant collaboration of all three groups.
Disclose private consulting for services performed outside of the PI's Emory	^		^		3 1
appointment.	x				PI must report through eDisclose
Process Material Transfer Agreements (MTAs), Non Disclosure Agreements					
(NDAs), Data Use Agreements (DUAs) that are NOT related to a sponsored					PI should submit directly to OTT via Emory
project	x			х	contractConnect.
MTAs, NDAs, or DUAs that are connected to a pending or active sponsored					PI should forward to the OSP Contracts team for review
project	x		x		and signature.
		Post-Aw	ard		
Notify DOM RA of incoming awards	x		x	х	Award receipt may be the first notification
Obtain compliance protocols (IRB, IACUC, Biosafety, etc.)	v				' '
Obtain compliance protocols (IND, INOOO, Biosalety, etc.)	X				OSP coordinates this effort with DOM RA (represents
Negotiate and Execute Awards			x		Pls)
Initiate award triggered eDisclose report and approval to proceed			x		
Review executed awards and Compass budget for accuracy		х			
Notify PI and DA of received eNOAs, award terms, and speedtypes.		х			
Ensure compliance protocols (IRB, IACUC, Biosafety, etc.) are documented		-			
when processing amendments.		x			
Request revised subrecipient documents, as applicable, to intiate					
subagreements from prime award.		х			
Execute subrecipient agreeements			х		
					DAs should make all EDCs within two business days or
Complete financial transactions to allocate effort of project personnel as					DOM RA can complete if timely update is not made (EU
budgeted on awarded budget		х		х	only, DOM RA cannot update TEC effort distributions).
Determine and monitor overall faculty effort across all projects.	х			х	
Notify DOM RA of changes in effort from what was awarded.	х			х	
, , , , , , , , , , , , , , , , , , , ,	-				Bi-monthly expenditure reviews are sent by post-award
Monitor effort and expenditures	х	x		х	RAs.
Certify effort on sponsored projects	х				
Provide details for post-award budget revisions or carryover	х				
Draft official budget, verify base salaries used and appointment types for					
revised budgets/carryover requests/NCE budgets		x			
		t e			
Determine if costs meet Cost Accounting Standards (CAS)	х	x			
Determine if costs meet Cost Accounting Standards (CAS) Draft budget justification based on final internal budget for any budget	х	х			
	x	x			
Draft budget justification based on final internal budget for any budget	x	x			PI reviews for technical piece, DOM RA reviews for
Draft budget justification based on final internal budget for any budget	x	x			PI reviews for technical piece, DOM RA reviews for period, dollar amount, allowable expenses, etc.

Requests POs for consultants, as applicable	l _v			1		
Trequests FOS for consultants, as applicable	X					PI requests NCE and routes through DOM RA for
Requesting No-Cost Extensions	x	x	x			submission or for OSP to submit.
Submit Journals/RSTs, as applicable on sponsored awards					х	
						DOM RA should have calendar ticklers setup, but faculty
Notify DOM RA of upcoming progress reports due						are ultimately responsible for ensuring the progress reports are in the queue for submission.
Prepare Technical Portion of Progress Reports	X					reports are in the queue for submission.
Prepares All Personnel section of NIH progress reports	^	V				
1 repares 7 iii 1 ersonner section of 14ii 1 progress reports		^				Other Support Coordinator starts the document and
						sends to the PI and post-award adminsitrator for updates
Prepares DOM/FPM Other Support/Current and Pending documents, as						and formatting to the active section. PI final approval and
requested Confirm All Personnel and OS person months match before sending to pre-		Х				signature required.
award.		x				
Submit Progress Reports			x*			*Occasionally a portal will require PI submission.
						Depends on the sponsor; RGC closeout team prepares
Decree Street in Decree						all final financial reports. PI/Project teams will need to
Prepare Financial Reports		Х		Х		approve prior to submission.
Submit Financial Reports				Х		*Most clinical trials are invoiced through OCR.
						Occasionally there will be a dept to invoice situation
Prepare and submit invoices				x	x*	where DOM RA handles, but this should be rare.
Initiate Prior Approval requests	х	x				
O. b Britan American Inc.						*OSP submits prior approval requests in GrantSolutions
Submit Prior Approval requests			x*	x*		and also NCEs for eRA Commons.
Initiate Closeout Activities		X			l.	Cignificant callaboration between the two groups
Suspense Clearing		X			X	Significant collaboration between the two groups.
Effort Pre-Review		X				
						Pls are ultimately responsible for certifying their effort.
						Some adminstrators review the forms with the faculty
						prior to certification. Divisions are responsible for working with their faculty and staff to ensure all certifications are
Effort Certification	Y				×	completed. DOM RA will provide regular reports.
Complete Project Closeout (including final FFR or final invoice) and	X					
inactivate spending on speedtype				x		
				ļ		
]		<u> </u>		