

## I. Routing

### ***Principal Investigator (PI)***

- PI wishes to respond to Request for Proposal (RFP)
- PI finds an opportunity and downloads application package
- This is a good time to meet with the Administrator or Grants and Contracts Manager to put together a timeline and discuss budget items
- PI Prepares and Submits Letter of Intent (if required) by the deadline
  - Send a copy of the intent letter to the Grants and Contracts Manager (F493)
- PI prepares application on required documents
  - It is highly recommended that the PI consult the Grants and Contracts Manager early in the process if they do not have a grants Specialist on staff.
- Caution: If the project requires Subcontracts then OGC requires an institutional signature on the required forms, this can delay submission. Be sure to build in 10 more days to acquire the required signatures

Pre-Awards is available for questions and assistance, as is the Grants and Contracts Manager.
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### ***Initial Submission***

- 20 days prior to the submission deadline the PI:
  - Prepares a Routing Form
  - Prepares a Financial Disclosure Form (FID Form) with all key signatures (if required)
  - Attaches all required forms (Documents as outlined by the sponsor)
  - Routes entire packet (1 copy + original) to the Grants and Contracts Manager

### ***The Department***

- Reviews the packet and confirms the budget is accurate, reviews cost sharing, assures space is available, reviews compliance items, and assures that all required documents are attached
- Signs the Routing form prior to Department Chair. If Chair is unavailable the Department Administrator is the designated approver.
- Submits the packet to Office of Grants and Contracts (OGC)
- Logs the grant/contract into the departmental tracking database
- Final electronic version must be finalized 10 days prior to the due date

### ***UCDHSC Office of Grants and Contracting (OGC)***

- Review the application, provide feedback/changes, contacts the PI with questions, and approve the application.
- Returns the packet to the PI when completed
- PI prepares final application for OGC within 6 working days
  - Note: Applications are processed using the FIFO model (First in, First out)
- The OGC - AOR completes submission, if accepted gets a tracking #
- PI checks ecommons

**II. AWARD ADMINISTRATION**

**OGC**

- Contacts the PI, Department Administrator, and Fiscal Staff when an award is issued (this includes speedtype and project number).

**Grants and Contracts Manager and Department Administrator**

- Logs the award in the departmental grants/contracts tracking database
- Sets up a folder
- Works with the PI regarding the budget to assure funding distribution is accurate

**Principal Investigator**

- Monitors expenses and assures the funding is being expensed appropriately

**III. CONTINUATION**

- Route new budget / progress report
- Carry forward post award

**Closeout**

- Once the project is completed the PI / Administrator works with post-awards / Sponsor regarding a Final Financial Status Reports (FSR) and a final report.

**Filing**

- The closed files must be stored for seven years after the end of the grant period
- The department has a storage file room that is used to store these files. A destruction date is required.

**IV. CONTRACTS**

**V. PROGRESS REPORTS**