

# Award Setup - Process Overview

"Pre-Award" Processes

## Research Grants & Contracts (RGC)

- Federal Grants & Contracts
- Foundation Grants
- Private/Industry Sponsored Solicited (RFP) Projects
- Federal Clinical Trials
- Subcontracts to OHSU

**Contact:** Grants & Contract Administrator (GCA)  
Refer to RGC Department Distribution List (<http://www.ohsu.edu/research/rda/rgc/staff.shtml>) for contact name & number

## Clinical Research Program (CRP)

- Industry sponsored & initiated clinical drug/device investigations ("clinical trials")
- Investigator initiated clinical trials (coordinating office, shared review & signature with TRC)

**Contact:** Diane Brownlee 4-0323

## Technology & Research Collaborations (TRC)

Non-clinical Industry Sponsored Research Agreements

**Contact:** TRC Office 4-8200

### Application Review / Contract Negotiation

- Application/proposal reviewed
- DAC completed
- Contract negotiated
- Institution signature obtained
- App. and DAC returned to Dept
- Dept submits to Sponsor
- Dept sends copy to RGC

- Contract negotiated
- Receive final budget from study staff
- Route for investigator acknowledgement

- Review scope of work and budget
- Review compliance with IRB, IACUC, IBC, CoIR, RCR, etc.
- Negotiate Sponsored Research Agreement

### Award Receipt / Contract Execution

- Award document received
- Copy with DAC sent to PI and Contact listed on PPQ (e-mailed if received electronically)
- Note: HRSA NOGA's sent directly to PI. PI must send to RGC to initiate account setup

- Contract executed once full IRB approval, and other approvals received
- Copies of executed contract forwarded to PI & study coordinator

- Verify scope of work and budget
- Review and sign Sponsored Research Agreement
- Notify PI and Department

### Award Packet Submitted to SPA

- DAC items evaluated for completeness
- Information verified (e.g., updated and accurate budget, dates, etc.)
- Compliances verified (IRB, IACUC, IBC, CoIR, RCR, etc.)
- Setup Packet submitted to SPA with setup worksheet

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- Review Sponsored Research Agreement and compliance
- Setup packet submitted to SPA with setup worksheet

SPONSORED PROJECTS ADMINISTRATION (SPA)  
"Post-Award" Processes

### Award Packet Received in SPA / Award Analysis

- Award Packet received in SPA; date stamped and logged in; reviewed for completeness; communication initiated, as necessary, for missing information
- Award Packet routed to SPA Analyst for analysis (cost sharing, terms and conditions, type of funding, etc.) and completion of setup worksheet
- Communication initiated for any discrepancies; returned to originating office (RGC, CRP or TRC) as needed

### Account Set-up / Account # Notification

- Award(s) and Project(s) set-up in OGA
- Award and Project information entered into internal SPA Database
- Notice of Acceptance (NOA) e-mail sent to PI and Award/Project Fiscal Manager notifying them of their new account
- Setup routed to effort coordinator for entry of committed effort in database

**Contact Information**  
Sr. Financial Analyst (SFA)  
Refer to SPA Account Distribution List (<http://www.ohsu.edu/research/rda/spa/spastaff.shtml>) for contact name & number

<b>RGC</b>	- Research Grants and Contracts
<b>CRP</b>	- Clinical Research Program
<b>TRC</b>	- Technology & Research Collaborations
<b>SPA</b>	- Sponsored Projects Administration
<b>NOGA</b>	- Notice of Grant Award (NIH)
<b>NOA</b>	- Notice of Acceptance (internal OHSU document-generated by SPA)
<b>OGA</b>	- Oracle Grants Accounting
<b>DAC</b>	- Department Award Checklist

*Revision Date: 2/15/06*