RAS Overview

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SOM Faculty Orientation
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Sponsored Award Lifecycle at Emory (Grants)

1. Develop an Idea & Identify Funding (PI)
2. Develop Proposal (PI, Pre-Award RAS)
3. Review & Submit Proposal (OSP)
4. Sponsor Notice of Award (PI, OSP)
5. Award Set up 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

Post-Award

Award Set-up

RAS – Research Administration Services
http://ras.emory.edu/

OSP – Office of Sponsored Programs
http://www.osp.emory.edu/index.html

FGC – Finance, Grants and Contracts
http://fgc.emory.edu/

AR – Accounts Receivable/Cash Team
RAS Unit Structure*

* Some variation exists across units
RAS Unit Responsibilities

Scope: Sponsored Awards

• Pre-Award
  o Assistance with proposal preparation
  o Budget development
  o Entering proposal into EPEX
  o JIT process management
  o PAN requests (Pre-Award Numbers)
  o RPPRs (Research Performance Progress Report)
  o Supplemental funding requests

• Post-Award
  o Entering Budgets into Compass
  o Distributing eNOAs
  o Requesting sub-awards
  o Reconciliation and projection of award expenses
  o Preparing for invoicing (for cost reimbursable and scheduled pay by task only)
  o Preparing/submitting financial reports (i.e., FFRs)
  o Effort pre-certification
  o Facilitating award changes
  o Financial close out of award
  o PAN requests (Pre-Award Numbers)

Transiton from Pre-Award to Post-Award Administrator occurs when eNOA is distributed from FGC

RAS is the Primary Interface for Faculty with Office of Sponsored Programs (OSP), Office of Technology Transfer (OTT) and Finance, Grants and Contracts (FGC)
RAS Website Overview/Demo

http://ras.emory.edu
Working with Your RAS Unit: Keys to Success - Pre-Award

- Inform your RAS unit as soon as you decide to submit a proposal for all externally funded research
  - For best service and quality, **notify RAS a minimum of 20 days days** prior to the sponsor due date
  - For larger proposals (e.g., Us, Ps, and Ts), providing notice several months prior to deadline is strongly advised
  - Notify RAS via online Intent to Submit Form or via phone or email
  - Go to your RAS unit home page for process, links and contacts
- Participate in a proposal kick-off meeting with the pre-award administrator assigned to your proposal
- Communicate any pertinent changes throughout the proposal development process to the pre-award analyst in a timely manner
- Submit required documents in a time frame that ensures timely and thorough review by the RAS and the pre-award central office (OSP – Office of Sponsored Programs)
- Escalate any questions or concerns to the pre-award manager, the RAS unit Director or RAS AVP
Working with Your RAS Unit:
Keys to Success - Post-Award

• Participate in an introductory meeting with the RAS post-award administrator assigned to your award(s) and agree on frequency of future meetings
  o “Standard” meeting frequency is every 60 days, but can be more or less based on need
• Attend and actively participate in meetings to review the financial status on your awards and project future expenses
  o Note: New EBI Reporting Tools in development which will provide a consolidated view of sponsored and non-sponsored funds
• Alert your post-award administrator of potential awards, including continuations, so a provisional account number (PAN) can be established for funding
• Inform your post-award analyst of any effort changes for you, your team, or anyone on your awards and certify prior to the deadline
• Escalate any issues to your post-award manager, the RAS unit Director or RAS AVP
Helpful Links

- RAS Home Page
  http://ras.emory.edu
- Investigator’s Guide - Home Page
  http://www.or.emory.edu/ig/ig-home.html
- General SOM research web page
  http://med.emory.edu/research/index.html
- Link to current policies
  http://med.emory.edu/administration/policies/research/index.html
- Glossary of terms
  http://med.emory.edu/administration/faculty_affairs_dev/documents/SOM_Glossary.pdf
- Effort Reporting
  http://www.osp.emory.edu/handbook/-fin-award-admin/effort-reporting.html
- NIH – How to Apply Guide