# Navigating DOM RAS

**Version 1.92**

## Pre-Award Administration
- **E-Mail:** domraspreaward@emory.edu
- **New Proposal**
  - New Proposal / Transfer Submissions (Fed, NonFed, Internal)
  - Contracts (Clinical Trial Agreements, Industry & Non-Industry)
  - Budget development (PHS 398 form / internal)
- **Routing**
  - What is routing?/Process & Purpose
  - Sub award (Emory receiving from external institution)
  - Admin Supplements (Budget, Justification, Scope of Work)
- **Other**
  - Just-in-Time responses (Other Support, revised budget, Salary cert)
  - Other Support
  - Conflict of Interest information (COI for new proposals)
  - Progress Report Additional Materials Request (PRAM)
  - Status of Pending New funding
- **Progress Report (RPPR)**
  - Internal Process
  - Budget development (PHS 2590 form / internal), if Applicable
  - Changes in Active Other Support/ Key Personnel effort /In-Coming Sub awards
  - All Personnel
  - Sub awards (Progress Reporting)
- **Post-Award Administration**
  - **E-Mail:** domraspostaward@emory.edu
  - **Day to day**
    - electronic Notice of Award (eNOA): Terms and Conditions
    - Personnel
    - Sub-awards to External (New or Continuation, Payment status)
    - Emory Express/Compass Expense Approvals
    - Cost Accounting Standards (CAS) Exception Requests
    - Remaining Balance & Questions Regarding Expenses (sponsored accounts)
    - Clinical Trials: 1. Billing types, milestones, cost reimbursable etc.; 2. Payment application: 3. Subagreements
    - Provisional Award Numbers (PAN) requests
    - 6 month ERS- Effort Pre-review (Effort Verification)
    - xTrain appointments/ terminations
  - **Amendments**
    - Scope of Work / Key Personnel Effort Changes
    - No Cost Extension (eCOI, current IRB/ICUC, justification)
    - Carryover - PI Request Letter & Budget
    - Early Termination Requests
    - PI Leaving Institution
    - PI Department Changes
    - Internal Changes (Budget, Projects, Speedtypes)
  - **Deliverables**
    - Emory as a SUB (terms and conditions)
    - Federal Financial Report (FFR) or Final Invoice to Sponsor
    - Residual Balance Transfers
    - Award Closeouts

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**Note:** DAR Billing Files can be found here  [www.dar.emory.edu/business/billing_files.php](http://www.dar.emory.edu/business/billing_files.php)