

# Navigating DOM RAS

Version 1.92

<b>Pre-Award Administration</b>	<a href="mailto:domraspreaward@emory.edu">E-Mail: domraspreaward@emory.edu</a>
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
	Routing for approval and institutional signatures (EPEX)
	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
	MOU's & IPA's - New Proposed
	Conflict of Interest information (COI for new proposals)
	Progress Report Additional Materials Request (PRAM)
	Status of Pending New funding
	Internal Process
Progress Report (RPPR)	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)
<b>Post-Award Administration</b>	<a href="mailto:domraspostaward@emory.edu">E-Mail: domraspostaward@emory.edu</a>
Day to day	electronic Notice of Award (eNOA): Terms and Conditions
	Personnel Earnings Update
	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
Deliverables	Internal Changes (Budget, Projects, Speedtypes)
	Emory as a SUB (terms and conditions)
	Federal Financial Report (FFR) or Final Invoice to Sponsor
	Residual Balance Transfers
	Award Closeouts

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)