O CGA Updates

Patti Manheim
Office of Contract and Grant Administration
November 10, 2011
Minimum Proposal Requirements

Minimum Proposal Requirements: Streamlined process that allows OCGA to review relevant/critical documents while PI finalizes Research Plan, secures necessary signatures and completes other internal forms.

- Minimum documents **allow OCGA to conduct review** of the application.
- Remaining documents that constitute a complete application **allow OCGA to approve and submit applications** or provide institutional endorsement for hard copy submission.

<table>
<thead>
<tr>
<th>Minimum Requirements for Review</th>
<th>Requirements for Review, Approval &amp; Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed EPASS with PI Signature</td>
<td>Completed EPASS with all required signatures</td>
</tr>
<tr>
<td>Sponsor Guidelines</td>
<td>Sponsor Guidelines</td>
</tr>
<tr>
<td>All Sponsor forms requiring OCGA signature</td>
<td>Final Proposal (budget, science, agency required signatures, biosketches, etc.)</td>
</tr>
<tr>
<td>Final Budget with Budget Justification</td>
<td>Subaward Documents (if applicable)</td>
</tr>
<tr>
<td>Brief description of the proposal aims or proposal abstract</td>
<td>PI Exception Letter (if applicable)</td>
</tr>
<tr>
<td>Subaward Documents (if applicable)</td>
<td>Signed/Completed COI forms (if applicable)</td>
</tr>
</tbody>
</table>
Minimum Proposal Requirements

- **New Process**: OCGA will begin to remind departments of those minimum number of proposal items that are needed in order to perform a preliminary review and a full review of the proposal.

- Beginning March 1, 2012 the minimum number of proposal items will be **mandatory** in order for OCGA to begin a review. Proposal intake and review cannot occur until these minimum proposal items are submitted.

- Proposal Documents are due into **OCGA 5 Business Days** prior to Sponsor Deadline.

- Submitting departments, units, and schools may have their own review timeline that is outside the scope of the OCGA 5 business day deadline. Both OCGA and the PI’s submitting department need adequate time to review and approve proposal submissions. Proposals submitted without a sufficient review may be at a greater risk of being rejected/invalidated from the various electronic systems over which OCGA has no control and/or by the sponsor.
Award Intake Pilot

- **Purpose:** Create an award intake team that will review and process unilateral awards separately

- **Expedited Award Population:** Unilateral Awards (No Negotiation/No Signature)
  - All NIH, NSF, ORA Awards, AHA, ONR and HRSA
  - No Cost Extensions
  - Administrative Changes (i.e. PI Change)

- **Expedited Process:**
  - Confirm Award Against InfoEd and File
  - Initial Communication sent to PI and Dept. Contact
  - Retrieve Outstanding Documents – those received at proposal submission will experience greater turnaround time
  - Execute Award within 3 Business Days (after receipt of all necessary documents)
  - Fully Executed Communication to PI/Dept. Contact along with Client Satisfaction Survey
Award Intake Pilot

- **Complex Award Population**: Awards in which Negotiation or Signature is Required

- **Complex Process**:
  - Confirm Award Against InfoEd and File
  - Initial Communication sent to PI and Dept. Contact
  - Retrieve Outstanding Documents – those received at proposal submission will experience greater turnaround time
  - Assign to OCGA Team for Negotiation/Signature
  - Fully Executed Communication to PI/Dept. contact along with Client Satisfaction Survey

- **Implementation**:
  - **Phase I**: (October 03 – Present)
    - All Expedited Awards
    - Receipt and Assignment of all Complex Awards for 2 OCGA Teams
    - Implement Standard Communications
Award Intake Pilot

- **October Results:**
  - Expedited Turnaround Time: **1.8 Days** (124 awards processed)
  - Complex Turnaround Time: **10 Days** (7 awards processed)
Award Intake Pilot

- **Continued Implementation:**
  - **Phase II:**
    - All Expedited Awards
    - Receipt and Assignment of all Complex Awards for **All** OCGA Teams
  - **Phase III:**
    - All Expedited Awards
    - Receipt and Assignment of all Complex Awards
    - Receipt, Review for Minimum Submission Requirements and Assignment of **All** Proposals