I. PI Road Map

II. Description and Purpose

The purpose of the procedure is to provide guidelines by which TJU formally accepts the Notice of Award from the sponsor and the process by which the budget is finalized and set up in the general ledger. The below steps will outline the process completed by RACE, once an award notice is received from the sponsor.

III. Definitions
A. ORA - Office of Research Administration
B. SPAO - Sponsored Programs Accounting Office
C. NOA - Notice of Award
D. RACE - Research Administration Center of Excellence
E. PI - Principal Investigator
F. GA - Grants Administrator
G. IRB - Institutional Review Board
H. IACUC - Institutional Animal Care and Use Committee

IV. Roles and Responsibilities

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<tr>
<th>Personnel</th>
<th>Responsibility</th>
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| PI                 | a. Notifies RACE if PI receives notification of award from the sponsor or if PI is in discussions with sponsor regarding a potential award  
                      b. Notifies RACE if the sponsor indicates an award will not be received |
| RACE Grants Administrator | a. Reviews award document and reviews budget with PI and Senior Administrator (as applicable)  
                                 b. Contacts subrecipient to request updated budget (as applicable)  
                                 c. Triggers concordance review for IRB approvals (if not done at the Just in Time stage) |
| SPAO               | a. Sets up the budget in the general ledger                                    |
| ORA                | a. Notifies RACE when notification of award is received                           
                                 b. Triggers concordance review for IACUC approvals (if not done at the Just in Time stage)  
                                 c. Changes ePTF status to funded                                                   
                                 d. Executes memo to communicate NOA and reporting requirements to PI, RACE GA, and Senior Department Administrator |
V. Procedure

A. The process begins when TJU receives the notice of award. The NOA may be received by:
   1. The PI
   2. ORA
   3. RACE
   4. Foundation

B. RACE will review the award document and determine the next steps.
   1. If the award is received for a proposal that the Foundation was involved in, the RACE Grants
      Administrator will notify the Gift Officer that an award has been received.
   2. For contracts that must be negotiated, ORA will initiate negotiations with the sponsor at this time. The PI
      and RACE Grants Administrator are included as necessary.

C. If the budget has been reduced (from the original proposed amount), RACE will review the revised budget
   with the Senior Administrator in the department and the PI.
   1. For contracts, the Payment Terms are drafted.
      a. Prior to the confirmation of Payment Terms, ORA will review and negotiate, as well as
         seek input from RACE Grants Administrator.
   2. The RACE Grants Administrator will work with the PI and the department to update and document
      all changes to the budget throughout the process.
   3. RACE will contact the subrecipient to request an updated budget, if necessary.

E. RACE will also begin to acquire the necessary regulatory approvals if they were not approved at Just in
   Time.
   1. If IRB approvals are necessary, RACE will trigger the concordance review and send confirmation to
      ORA.
      a. The concordance review begins when the RACE Grants Administrator forwards scope of
         work, protocol number, and specific aims to the IRB office.
      b. The IRB performs concordance review and forwards the approval letter to the RACE
         Grants Administrator.
         a. IRB concordance review form is filled out and submitted along with the grant
            application’s specific aims to receive IRB approval.
            i. This is only in the event that the IRB approval letter’s title does not
               match the grant application title.
            ii. If the IRB approval letter’s title and grant application match, further
                concordance review is not necessary.
         c. When verifying active protocols, RACE will also verify appropriate CITI certificates for
            human subjects training as well.
   2. If IACUC approvals are necessary, ORA will trigger concordance review.
      a. The RACE Grants Administrator contacts ORA with the protocol number.
      b. ORA forwards the protocol number and proposal to the IACUC office.
      c. IACUC performs concordance review.
      d. IACUC then sends approval to ORA, who will then forward it to RACE.

F. The status of the grant in ePTF will be changed to funded by ORA once the contract is fully executed, the
   final budget is received, and all regulatory approvals have been confirmed.
G. SPAO will set up the budget in the general ledger.
H. ORA will execute an award memo and include the original NOA as well as reporting requirements. The award memo will be distributed to the PI, RACE Grants Administrator and Senior Department Administrator.
I. The RACE Grants Administrator will then set up the Award Kick-Off Meeting with the PI.

### VI. Enabling Tools/Technology
- General Ledger
- Kick-Off Meeting Agenda

### VII. Performance Metrics
- Award Set-Up Turnaround Time (# of days between receipt of award or draft contract to issuance of Award Set-Up Memo).
- # and $ amount of awards handled by RACE Team and by RACE Grants Administrator
- Complexity of awards handled by RACE Team and RACE Grants Administrator

### VIII. References
- IRB Concordance Review Form
  1. [http://www.jefferson.edu/content/dam/tju/human_research/irb/forms/OHR-33_Grant_Application_IRB_coverage_August2013.doc](http://www.jefferson.edu/content/dam/tju/human_research/irb/forms/OHR-33_Grant_Application_IRB_coverage_August2013.doc)