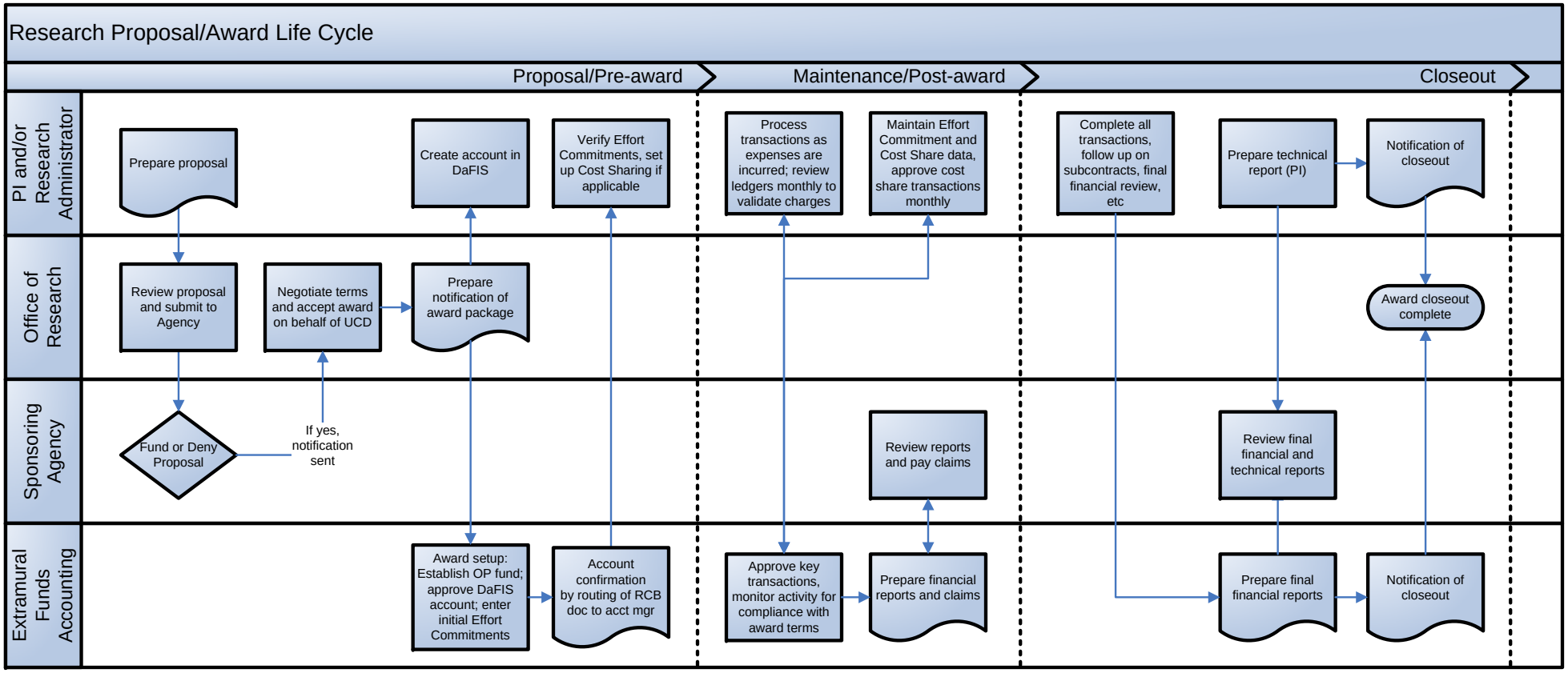
Research Proposal/Award Life Cycle
Proposal/Pre-award
Maintenance/Post-award
Closeout
PI and/or Research Administrator
Office of Research
Sponsoring Agency
Extramural Funds Accounting
Prepare proposal
Create account in DaFIS
Verify Effort Commitments, set up Cost Sharing if applicable
Process transactions as expenses are incurred; review ledgers monthly to validate charges
Maintain Effort Commitment and Cost Share data, approve cost share transactions monthly
Complete all transactions, follow up on subcontracts, final financial review, etc
Prepare technical report (PI)
Notification of closeout
Review proposal and submit to Agency
Negotiate terms and accept award on behalf of UCD
Prepare notification of award package
Award closeout complete
Fund or Deny Proposal
If yes, notification sent
Review reports and pay claims
Review final financial and technical reports
Award setup: Establish OP fund; approve DaFIS account; enter initial Effort Commitments
Account confirmation by routing of RCB doc to acct mgr
Approve key transactions, monitor activity for compliance with award terms
Prepare financial reports and claims
Prepare final financial reports
Notification of closeout