Investigator/Collaborative Grant Services Transition Guide

The purpose of this document is to outline the key transitional changes that Investigators will encounter with the new Collaborative Grant Services (CGS). The goal of CGS is to provide additional services to allow PIs to focus on more scientific components and have appropriate support in research administration services. They should be your first stop for any research or grant related items.

Pre-Award

- Inform your Collaborative Grant Specialist of Funding Opportunities via the Initiation Form
- Your Collaborative Pre-Award Grant Specialist will build and provide you a timeline and checklist of sponsor requirements to help guide the proposal process, including the collection and submission of required documents
- Standardized budget templates will be used by the Collaborative Pre-Award Grant Specialist. They will develop your budget and budget justification based on your direction and provide edits as you request.
- IAF Initiation begins with your Collaborative Pre-Award Grant Specialist, they will ensure the documents are uploaded and information is entered as the proposal is built
- A 6-business day proposal deadline for all documentation to your Collaborative Pre-Award Grant Specialist will ensure appropriate time for review and correction of items, and a timely submission to the sponsor
- Your Collaborative Pre-Award Grant Specialist will work with OSPA to start a review of your proposal once the budget and budget justification are complete, allowing additional time for the scientific materials to be developed and provided
- An Award Kickoff Meeting will be set up by your Collaborative Pre- and Post-Award Grant Specialists to ensure a seamless transition and start of your project

Post-Award

- Your Collaborative Post-Award Grant Specialist will gather and initiate the online sub-agreement request form for the Investigator to review and submit.
- The Collaborative Post-Award Grant Specialist will be added as a Subaward Invoice Reviewer (SIR) to allow them to review financial and administrative components of the invoice before routing to the investigator for technical review and approval.
- As investigator your Collaborative Post-Award Grant Specialist will send you a monthly report with account statuses, expenditures, and forecasting. They will schedule a monthly meeting to review these reports with you to ensure compliance and no changes are identified by the investigator.