DASA Grants Pre-Award Process Workflow

Step 1

PI obtains Assoc Vice Chancellor/ Vice Chancellor approval to apply for grant → PI Completes Grant Application Package → All Grant Documents sent to Crystal Szvetitz for PINS Entry*

Step 2

PINS Entry* Crystal Szvetitz DASA Finance → PI Approval → Department Approval* Holly Durham DASA Finance → College Approval Hermine Kabbendjian ISSC → Proposal Submitted / SPARCS Approval (feeds to RADAR)

Step 3

RADAR (pre-award project can be requested if needed) → SPARCS and/or Department receives Award Notification → Forward Award Notification to Crystal Szvetitz → SPARCS updates RADAR Awarded vs Non Funded

Step 4

If Awarded → SPARCS sends to C&G → C&G Creates Project & Uploads Budget
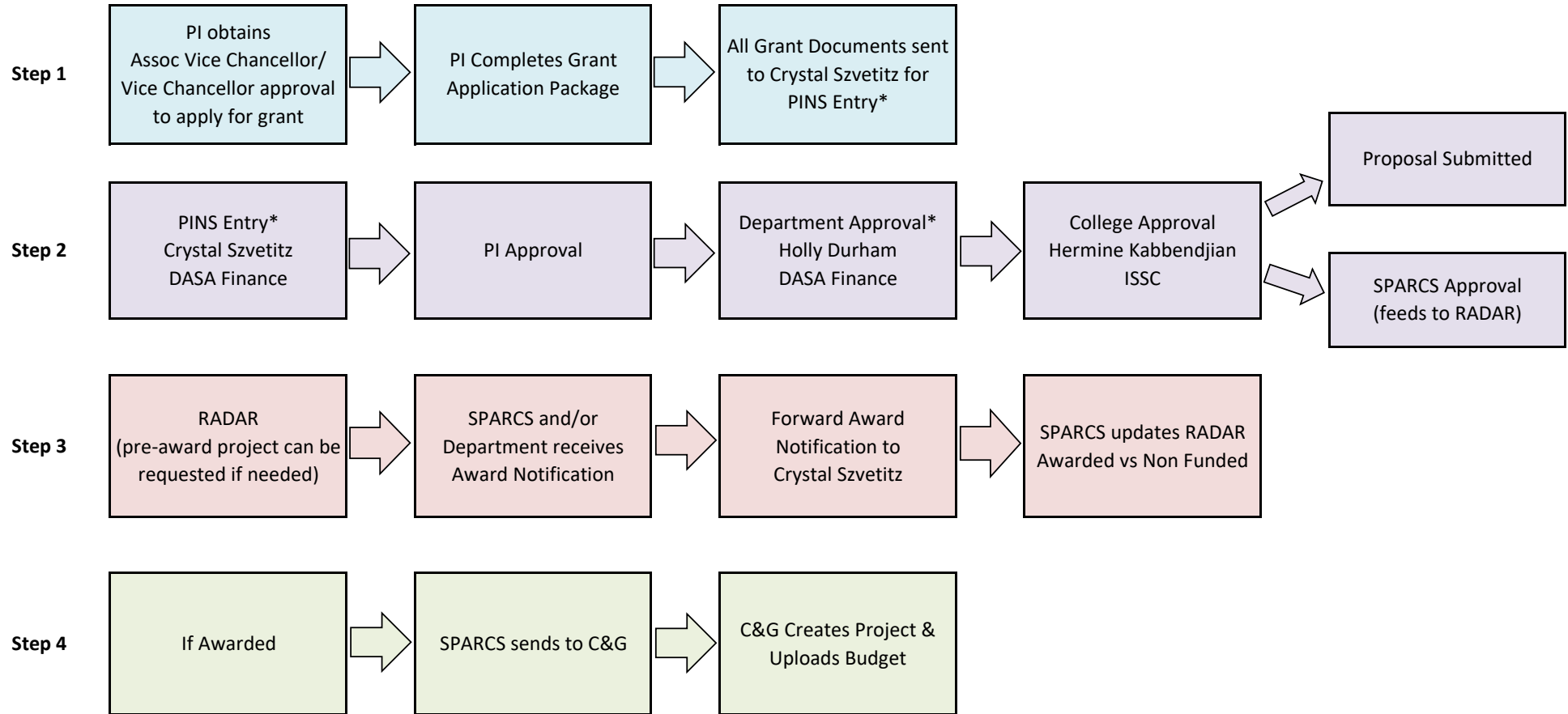
Notes:

(1) Pre-Award Projects may be requested at RADAR stage and require a memo from the Director/Associate Vice Chancellor

(2) If awarded amount is 10% (+/-) from PINS budget then a revised PINS is required

(3) Project Information & Navigation System (PINS): system used to track proposal data and to verify approvals from all faculty and administrators in submitting a proposal

(4) Research Administration Data and Reporting (RADAR) - database for monitoring and recording all submitted proposals and award actions

(5) Integrated Support Service Center (ISSC) acts as DASA's College Research Office

(6) Sponsored Programs and Regulatory Compliance (SPARCS): central unit responsible for pre-award activities for contract and grant agreements

(7) Principal Investigator (PI): person responsible for fiscal, programmatic, and oversight of sponsored project

*Units with a large volume > $1m of annual activity may have designated staff to process PINS requests