Setup Post-Award Project from Pre-Award Application

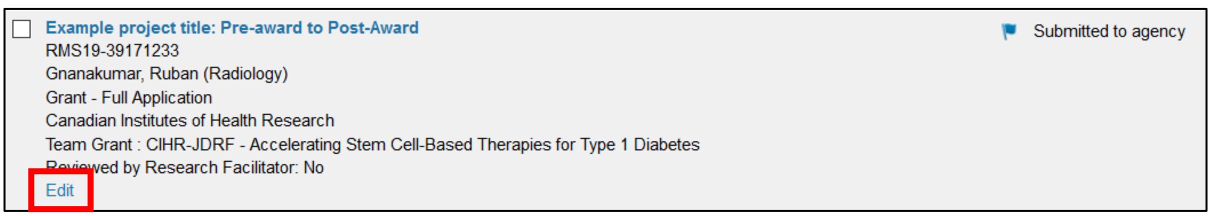
Purpose: When a grant application was submitted using RMS and a Notice of Decision was received, the post-award process can begin. Once the Notice of Decision is attached to the record, RSO will set the record’s status to Awarded which kicks off the post-award process.

Audience: PI, Co-I, Designate or Team Member

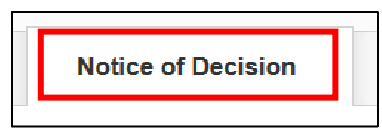
Step 1:
Log in to RMS and locate the record from your dashboard or by using the filtering tool. The status will be Submitted to agency or Approved for submission.

Note: If the status is set to Awarded or Pending PI information (for setup), skip to Step 8 below.

Step 2:
After identifying and then confirming it is the correct record, click **Edit** to open the record.

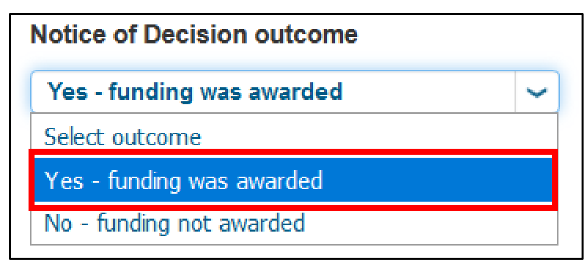


Step 3:
Once in the record, go to the ‘**Notice of Decision**’ tab.

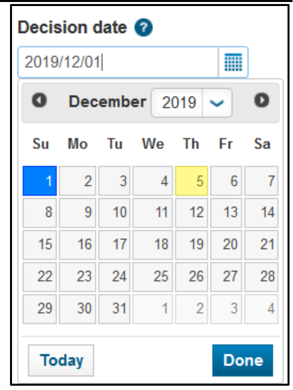


Step 4:
Under the ‘Notice of Decision outcome’ field:

- Select **’Yes – funding was awarded’**.

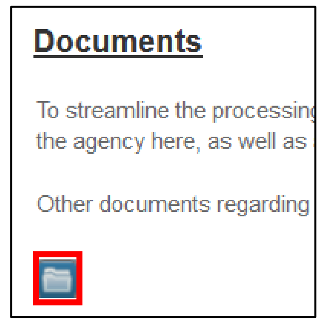


Step 5:
Click on the **calendar icon** to add the decision date.



Note: The PI/Co-I/Designate/Team Member cannot set the award start date, end date, or funding amounts. This must be done by RSO or it can be done by the PI or Team Member once the post-award has been created (see Step 20 below).

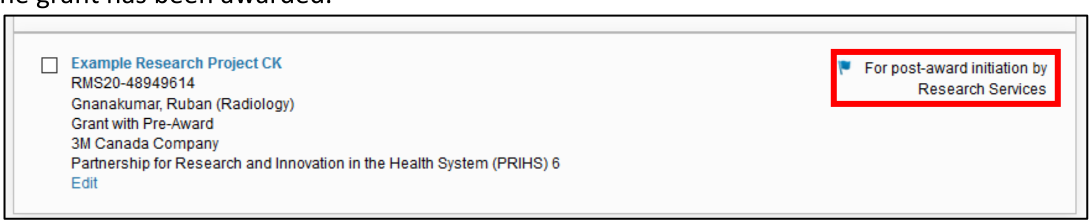
Step 6:
Upload the Notice of Decision to the record. Under the **Documents** heading, click the folder icon to upload the Notice of Decision from the funding agency. Select the Notice of Decision document type.



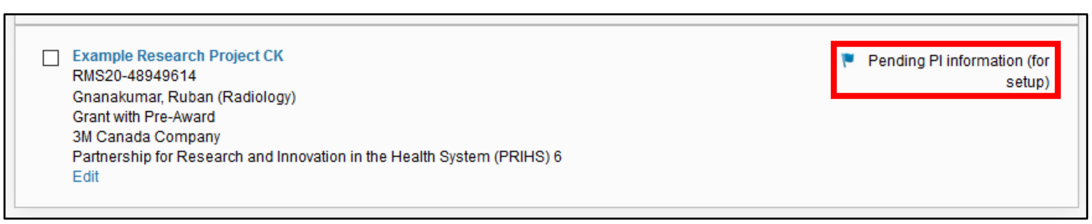
Step 7:
Click **Save** and then click **Cancel** to exit the record.

At this point, RSO must set the record's status to Awarded which then kicks-off the Post-Award/Project. RSO will be usually be notified by the funding agency as well. If you receive notice of your successful award and would like to kick-off the post-award process, you can message RSO to and confirm they also received the notice of decision.

Once a Pre-Award Application record is marked Awarded by RSO, RMS automatically creates a Post-Award Project. When this happens, the status of the record will be For post-award initiation by Research Services and the PI will receive a notification in RMS stating that the grant has been awarded.



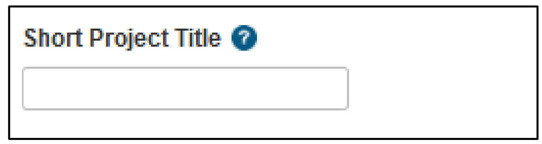
A Grants Officer will then review and if more information is required from the PI, the Grant's Officer will set the status to Pending PI information (for setup).



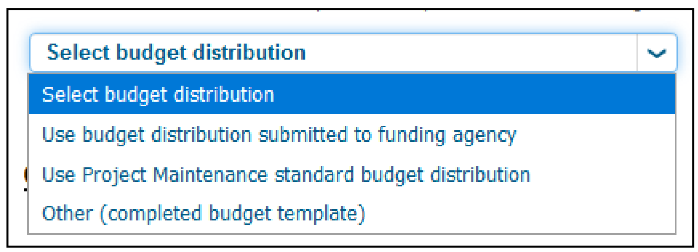
Step 8:
Locate the record and open it to edit. This can be done from the Award Management button on the dashboard or from your Things to do list. The record should have the status Pending PI information (for setup).

Step 9:
Starting from the **Quick Entry** Tab, scroll down to the budget distribution heading.

Step 10:
Under the **Short Project Title** heading you may enter a Short Project Title for identification in PeopleSoft system – if not, PeopleSoft will use the first 30 characters of the full title.



Step 11:
Specify the budget distribution for the project. Depending on the chosen budget distribution, you may be required to attach a budget document to the project.



- If a budget document was submitted to the funding agency, select *Use budget distribution submitted to funding agency*. **This must be uploaded to the DOCUMENTS section.**
- If the Project Maintenance standard budget was used, select *Use Project Maintenance standard budget distribution* and no additional budget documentation is needed.
- If the Project Maintenance budget template is used, select *Other*. **This must be uploaded to the DOCUMENTS section below.**

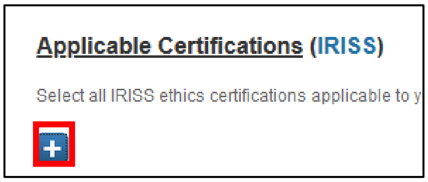
Step 12:
Under the **Applicable Certifications (IRISS)** heading, attest to each question about human and animal ethics.

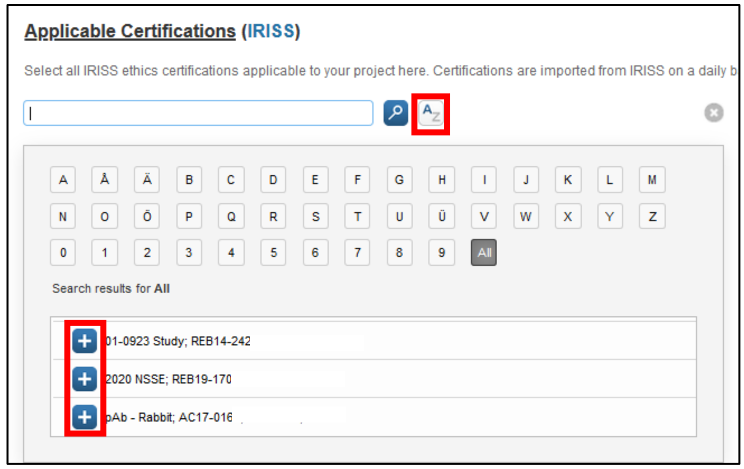
- *'Yes'* means the project requires that type of certification (REB or ACC) and the certificates are ready to be attached. You cannot progress this record unless you attach the appropriate certificates.
- *'No'* means the project requires that type of certification however one or more of them may not be ready yet. You can progress this record and attach the appropriate certificates later. Choosing '*No*' also means the project may qualify for Early Release of Funds (ERF). It will not qualify for Full Release of Funds (FRF) until all certificates are attached and the questions are answered affirmatively.
- *'N/A – none required'* means this project has no requirement for ethics certifications.

Note: If needed, you can add comments about the ethics certifications plan or situation in the text field below the attestation questions.

Step 13:

To attach an IRISS certificate, click the plus icon below **Applicable Certifications (IRISS)**.
To search for a specific certification, type the name of the certificate or the name of PI who it belongs to in the search field, or to browse all available certificates, click the A-Z icon.





Step 14:

Click the blue plus icon beside the certificate(s) you want to attach to the project.

Note: Certificates must be in IRISS before they will show up in RMS.

Note: A project may qualify for Early Release of Funds, which allows access to a maximum of 50% of the total budget for certain start-up expenses prior to certificate(s) being approved. If the project qualifies for ERF, the PI has up to 6 months to obtain certification approvals and associate them in RMS.

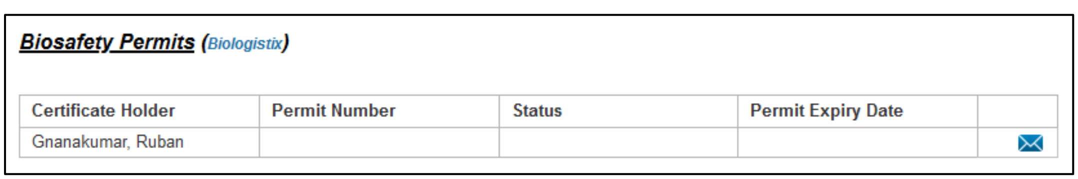
Note: The certificates chosen here need to reflect what the PI needs according the award/project. In order to access all funds for research purposes, certificates in IRISS must be identified (approved and active), and the questions above MUST be answered affirmatively or as not applicable.

Note: A researcher will only be able to see certificates attached to their name or where they have been listed as a Co-Investigator on other certificates.

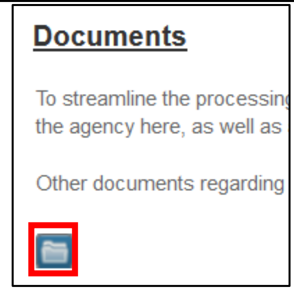
Note: Co-Investigators, Team Members and Designates can not add certificates.

Step 15:

Under the **Biosafety Permit (Biologistix)** heading is listed the permit holder and the details of the permit. Only RSO can adjust this. If the correct permit holder is not listed here, or should the permit fields be empty or outdated, you must contact RSO and provide them with the correct person so they can change it.

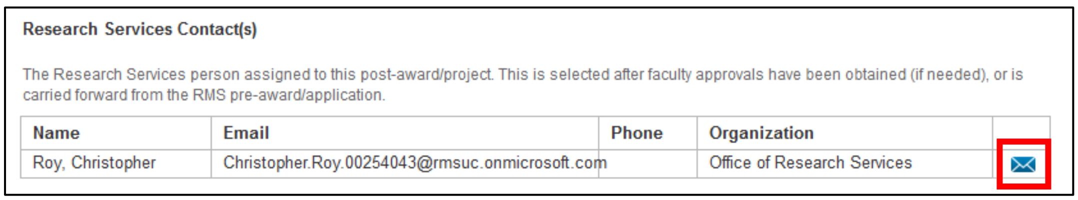


Step 16:
If additional documents are required, upload them under the documents heading. Click the blue folder icon to add a new document or to add an updated version of an existing document.



Note: All versions of a document will be retained in the record so clearly indicate which document is the most up to date.

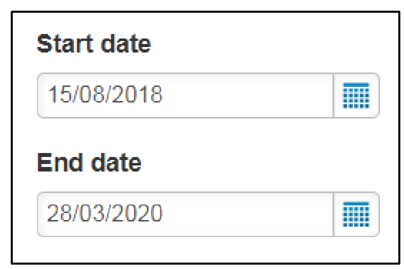
Step 17:
Under the **Research Services Contact(s)** heading is listed the Grants Officer who is assigned to your project. You can send them a message by clicking on the envelop icon to the right of their name or, you can email them directly.



Step 18:
Navigate to the **Key Information** tab.

Step 19:
Review the information in the **Funding Opportunity** field and in **the Source of Funds** field. Update only if necessary, however these should be automatically transferred from the Pre-Award application.

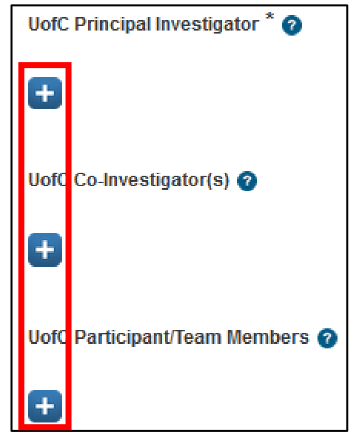
Step 20:
Confirm the Start and End date of the Project match the information on the Notice of Decision.



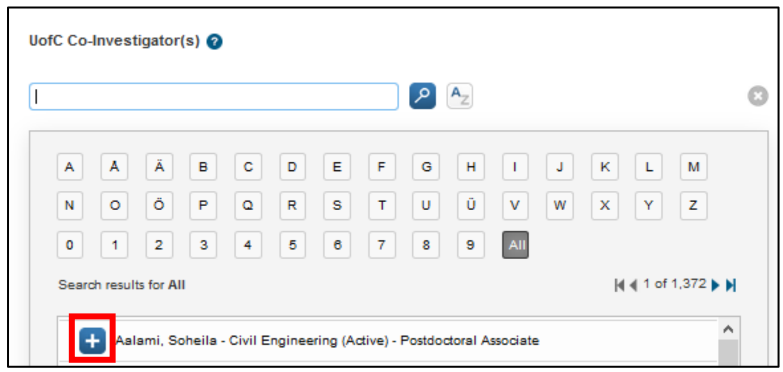
Step 21:

The **Project Members** section is where you can add/remove people from the record.

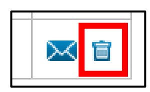
You can add or remove Co-investigators and Team Members who will be able to edit or contribute to a RMS record if they have the role of Researcher or Team Member in RMS.



- To add project members to a post-award project, click the icon below **UofC Principal Investigator, Co-Investigator(s)** or **Team Member(s)**. The **Search** field displays.
- Enter the name of the person in the **Keyword** search field, or click the icon and select a name from the displayed list.
- Click the icon beside the person's name in the list to add them into the record.



To remove a project member, click the trash can icon to the right of the person's name.



Note: You cannot add people who are not in the University of Calgary system (e.g., a co-investigator from another university).

Step 22:

When all information is complete, click S**ave & Progress.**

Step 23:

Set the status to For review by Research Services. Then click **Save & set status.**