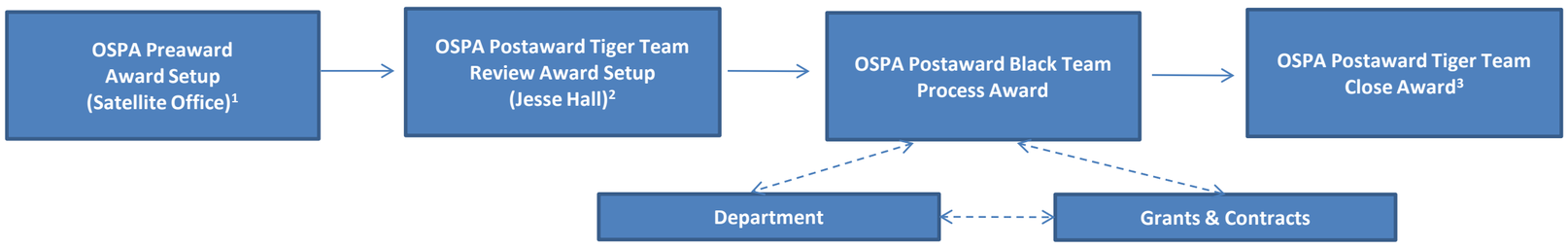
Rev 2/20/09

Division of Medicine
Postaward Sponsored Programs Flow Chart



	Department	G&C	OSPA	Evaluation Criteria/Threshold	Source of Data
Invoicing & Payments					
Prepare cost reimbursable invoices			A	Invoices must be process within time frame of agreement terms/ 100% Compliance	
Prepare fixed price invoices			A	Invoices must be process within time frame of agreement terms/ 100% Compliance	
Prepare fixed unit price invoices	IA	C	A	Invoices must be process within time frame of agreement terms/ 100% Compliance	
Prepare Clinical Trial Patient Activity Worksheet/Invoice	IA	C	A		
Submit Invoices[4]	C		A	within 7 to 10 days prior to due date/100% compliance	
Send Copy of Final Invoice to OMR		C	A	within 7 to 10 days prior to due date/100% compliance	
Approve Subcontract Payments	A		IA	within 7 days prior to due date/100% compliance	
Process Subcontract Payments			A	within 7 days prior to due date/100% compliance	
Reports and Official Records				**Evaluation Criteria/Threshold**	**Source of Data**
Submit and approve Personnel Action Form (PAF) changes	A			within 30 days/ key personnel /100% compliance	
Prepare Financial Reports			A		
Approve final Financial Report	A	C		within 7 days/ 100% compliance	
Submit Financial Report			A	Financial Report must be sent within time frame stated in agreement / 100% compliance	
Respond to internal inquires regarding Financial Reports	A			within 7 days/ 75% compliance	
Respond to sponsor inquires regarding Financial Reports			A	within 7 days/ 75% compliance	
Provide information for Equipment Report	A		IA	within 7 days/ 75% compliance	
Prepare and submit Equipment Reports	C	C	A	within 7 days/ 75% compliance	
Respond to internal inquires regarding Equipment Reports	A			within 7 days/ 75% compliance	
Respond to sponsor inquires regarding Equipment Reports			A	within 7 days/ 75% compliance	
Provide information for Intellectual Property (IP) Reports	A		IA	within 7 days/ 75% compliance	
Prepare IP Reports			A		
If project created IP, submit IP Report to Office of Technology Management and Industry Relations for approval			A		
Submit IP Reports	C	C	A	within 7 days/ 75% compliance	
Respond to internal inquires regarding IP Reports	A			within 7 days/ 75% compliance	
Respond to sponsor inquires regarding IP Reports			A	within 7 days/ 75% compliance	
Prepare and submit Technical Reports to Sponsor	A	C	C	Technical Report must be submitted within time frame stated in agreement / 100% compliance	
Prepare closing letters to send to OSPA	IA	A	C	Within 90 days of the end date the closing letter should be sent / 100% compliance	
OSPA will send PI Certifications to Departments		C	IA	Within timeframe of agreement terms/100% compliance	
Approve and return PI Certifications	A	C		Within 7 days/100% compliance	
Monitoring				**Evaluation Criteria/Threshold**	**Source of Data**
Detailed Review of Project Expenses/Effort	A			Quarterly review must be completed / 75% compliance	
High Level Review & Verification of Project Expenses/Effort		A		Quarterly review must be completed / 75% compliance	
Verify NCTE, budget revisions, PI changes have been made		A		Monthly verfication/ 100% compliance	
Review consulting agreements for completeness and accuracy		A			
Ensure subrecipient is not debarred from federal funds			A	Each time an invoice is submitted for payment/ 100% compliance	
Transmit Checks Received by OSPA	C	C	A		
Award Modifications				**Evaluation Criteria/Threshold**	**Source of Data**
Initiate request to OSPA for a time extension	IA	C		Within 90 days of the end date of the grant/ 90% compliance	
Contact sponsor requesting a time extension			A	Within 30 days of the end date of the grant/ 90% compliance	
Initiate and approve request to OSPA for a budget revision	IA	A		Within 30 days of the need to rebudget/ 90% compliance	
Contact sponsor requesting a budget revision			A		
Initiate and approve request to OSPA for a change of PI	IA	A		Within 30 days prior to effective date of change/ 90% compliance	
Contact sponsor requesting a PI change			A		
Process approved PI change in PeopeSoft	C	C	A		
Initiate and approve request to OSPA to change Shared Credit	IA	A		within 3 days of receiving request/ 90% compliance	
Approve and Process changes to Shared Credit	C	C	A	within 7 days of receiving request/ 90% compliance	
Submit Consulting Agreements to OSPA	IA	A		within 3 days of receiving / 100%	
OSPA approve Consulting Agreements	C	C	A	within 7 days of receiving / 100%	
Process and approve payments to consultant	A				
Initiate Request to Sponsor for change of scope	IA	A		Immediately when need change of scope/ 100% compliance	
Submit request to Sponsor for change of scope			A	Within 3 days submit request to sponsor/ 100% compliance	
Process approved change of scope	C	C	A	within 7 days submit request to sponsor/ 100% compliance	
Request additional money (OSPA Preaward)[5]	IA	A/C	A		
Process additional money (OSPA Preaward)	C	C	A		
For transfers, send relinquishing letter to OSPA[6]	IA	A			
For transfers, send relinquishing letter to Sponsor	C	C	A		
Education and Training				**Evaluation Criteria/Threshold**	**Source of Data**
Provide Campuswide Postaward Training			A		
Provide EVR Compliance (SOM)		A		Biannual/100%	
Provide PS Query training (Grants & Contracts) to SOM		A		Quarterly/100%	
Provide New Faculty Training (SOM)		A		Quarterly/100%	
Provide New Staff Training (SOM)		A		< 30 days from start date/90%	

Note 1--OSPA Preaward--Award Setup
Send a copy of the GAS to PI and department fiscal contacts
Send project file to OSPA Postaward in Jesse Hall

Note 2--OSPA Postaward Tiger Team--Review Award Setup
Review the terms and conditions of new award
Verify project information entered in PeopleSoft is correct

Note 3--OSPA Postaward Tiger Team--Close Award
Review project for compliance with OMB Circulars and terms and conditions
Verify project is ready to be closed; close project

Note 4--Invoicing
All invoices must be sent through OSPA.

Key	
Symbol	**Task**
A	Action Required
IA	Iniate Action
C	Submit Copy

Note 5 - Request for Additonal Money
If a PSRS is required, then OMR should approve. Otherwise, OMR only needs a copy.

Note 6 - Relinquishing Awards
When a PI leaves the univesrity and the University of Missouri allows the PI to take the award, then relinquishing