**Post Award Workflow**

**Upon Award**

* PI and/or SPA alert GCA and AA of award.
* Admin and SPA manage award documents
  + Award letter signed by SPA staff and PI, if needed.
  + Any initial revisions or amendments are processed.
  + GCA and admin upload documents on SP
* EGrAMS Submissions: GCA works through any modifications from MDHHS
  + GCA communicates with MDHHS to meet any additional requirements or minor budget changes.
  + Upload email chain and any additional documents to the Researcher’s Dashboard.

**Interim and Final Reporting**

* SPA and PI monitor deadlines for reports.
  + GCA updates deadlines with any extensions or changes in staff.
* Request for Information Memo will go out to PI, GCA, and Admin a month prior to the grantor deadline.
  + PI will alert SPA and GCA of any pending changes in labor or expenses.
    - Any budget or personnel changes requested by the PI will be filled out by GCA.
    - GCA will communicate with intradepartmental Admin and GCAs to complete any additional forms.
    - GCA will upload all subcontract documents into SP
    - GCA will upload internal budgets into SP
* GCA and PI should work together to obtain all subcontract documents if they have not been received during this period.
* GCA will review documents to make sure they are the correct version of forms (NIH FORMS for example)
* GCA will assist PI with other matters as needed (creation of ERA Commons ID, etc.)

**Change in Labor Requests**

* GCA will work with Admin to collect information and signatures to submit CLDR forms to SPA.
* PI should provide justification for the change to be included on the form.
* GCA will be responsible for any revisions needed for any WSU forms (with PI assistance).
* GCA will follow-up with SPA to ensure a timely turnaround.

**Budget Requests**

* PI will alert GCA and SPA to changes in budget.
* PI should provide justification for new budget items to be included on the form.
* The GCA will calculate any fringe or indirect costs
* GCA will solicit signatures from PI and Department Chair(s).
* GCA will submit to SPA and follow-up as required.
* For No Cost Extensions, PI may request them at any time from the GCA.
  + PI will provide justification (other than leftover monies) for the extension.
  + If effort percentages change, PI will specify how much and why.
    - GCA will fill out form and acquire signatures.
    - GCA will submit to SPA for processing.

**Change in Labor Forms**

* PI will alert GCA and Admin on any changes in project staffing.
* Admin and GCA will fill out and submit to SPA.
* Admin may be required to find relevant staff information such as EClass.

**General and Automatic Reporting**

* GCA will establish recurring reports for all active research staff and each EACPHS department funds.
  + GCA will identify, establish, and fill out Cognos forms for automatic updates.
  + Upon the receipt of the automatic reports, GCA and PI will evaluate the data for discrepancies.
  + PI should alert GCA on errors for adjustments.
* GCA will send out monthly reminders on supplemental reports.
  + If PIs request access or support, GCA will work with SPA to establish access to reports.
* Admin or PI can request financial or labor summaries at any time.
  + GCA will work with PI to determine what report is required.
  + Admin may also request information or assist in locating the appropriate reports.