

Award Set-up Improvements

Research Administration process improvements – May 2017

UC Berkeley is committed to improving how it delivers research administration services through better processes, tools, and communications. As part of this effort, the first of more than 21 planned enhancements to the award set-up process were implemented during spring semester, 2017. Highlights include:

PIs and RAs will now receive automated email notification at three points in the award set-up process:

- when the Sponsored Projects Office (SPO) receives the initial Notice of Award from a proposal sponsor;
- when an award has been processed by SPO and has been forwarded to Contracts and Grants Accounting (CGA) for fund activation;
- when CGA completes the fund activation, signifying that research funds are now available to spend.

New “status categories” have been introduced in *Phoebe Search* enabling PIs to lookup the current status of their award and where it resides at any point in the set-up process.

For PIs needing to start work before award funds are available:

- the *Fund Advance* application has been simplified for PIs that need access to research funds before the completion of the award set-up.
- the recruit and hire process has been streamlined enabling PIs to initiate personnel recruiting concurrent to award set-up. Previously, the search process could not begin until after fund activation; now, PIs can conduct the search and hire process, only holding the offer of employment letter until funds are activated.

Two enhancements are in implementation and will be announced in the coming academic year:

- an expedited review and award process for standard awards from NSF or NIH that don't have compliance issues or non-standard award-terms.
- an online, end-to-end processing time dashboard enabling PIs to monitor the real-time status of their award set-up.

To learn more about these enhancements to the award set-up process, or about the Research Administration improvement initiative, please contact Bill Reichle at wreichle@berkeley.edu.