

# Award Submission Timeline



## **1-10 Days within receipt of fully executed agreement from Sponsored Program:**

- Create .pdf, pull award file, log-on database
- Award Review
- Prepare and Submit AURA



## **2-5 days after receipt of fund #:**

- BARA completed – budget funds into account
- Matching Funds – copy of budget sent to Jaimie Garrison, Admin Services
- Email notification sent to PI and Single Point of Contact



## **Subcontract Involved:**

- Subrequest form submitted to PI within 5-10 days after receipt of fund #.
- Subrequest form submitted to OSP within 1-2 days after receipt of signed document from PI



## **1-2 days after BARA approved by unit:**

- BARA approved by GCO
- Submitted to Administrative Services for approval.



## **1-10 days after fully executed subagreement received from OSP**

- Information logged onto database
- Review by GCO
- Distributed to PI and Single Point of Contact
- Tiebacks requested within 1-2 days after submission to unit.