Managing Your Award - Prefunding

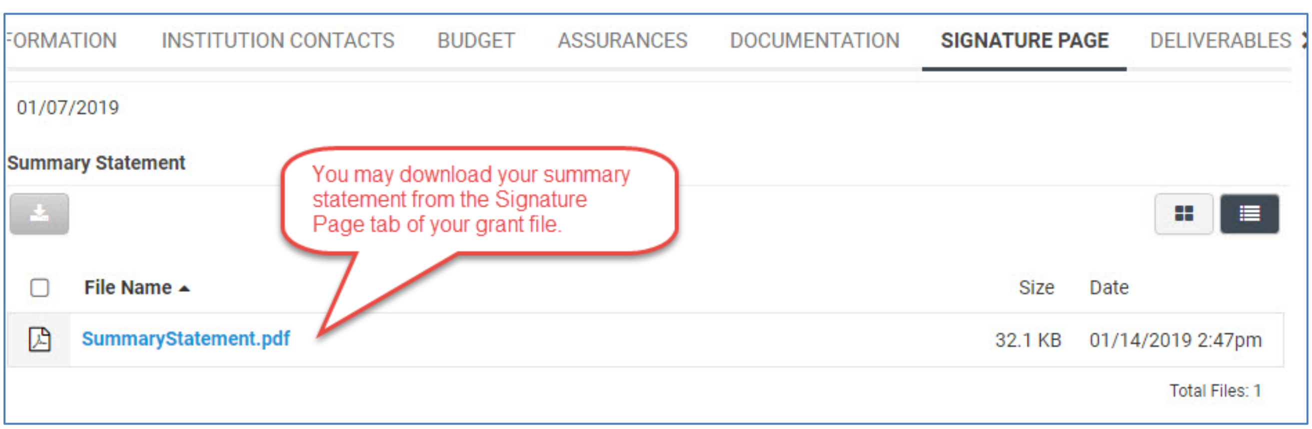
Grantee Instructions for Pre-funding Activities in SmartSimple

An Overview of the Prefunding Process

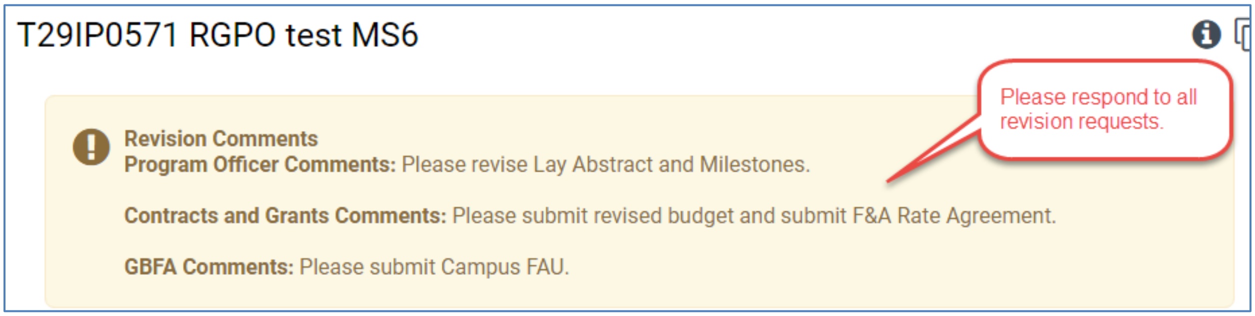
1. All applicants will receive an **award status notification** letter after the conclusion of the funding meeting.
2. Log in to SmartSimple: https://ucop.smartsimple.com. Click the "Submitted/Under Review Applications" tile to view the status of your application. Applicants whose applications have been selected for funding will receive an **offer letter** via email. Download a copy of the RGPO Grant Administration Manual (https://www.ucop.edu/research-grants-program/grant-administration/).
3. Funded applicants will also receive an email with a detailed **prefunding administrative review**, and the grant file will be re-opened for responses to prefunding requirements. These requirements may include uploaded deliverables, budget revisions, and edits to field-level content in the application materials. The award status will be "Acceptance Pending". Please communicate with your program officer and the C&G analyst assigned to your grant, so that we may quickly complete all prefunding requirements.
4. **Prefunding Review -** When all of your initial prefunding assignments are complete, click "Submit Revisions". The status of your award will be "Under Review". During this time, your program officer or RGPO C&G analyst may ask for additional deliverables. When the budget is final, RGPO will prepare an **award notice** and non-UC institutions will receive a contract.
5. **Awarded** - When all prefunding requirements are complete, your grant status will be "Awarded" and the **initial payment will be released**.

Download the Summary Statement

You will receive an email when your summary statement is ready to download. The summary statement will be available in the Signature Page tab of the application file.



PI Prefunding Review



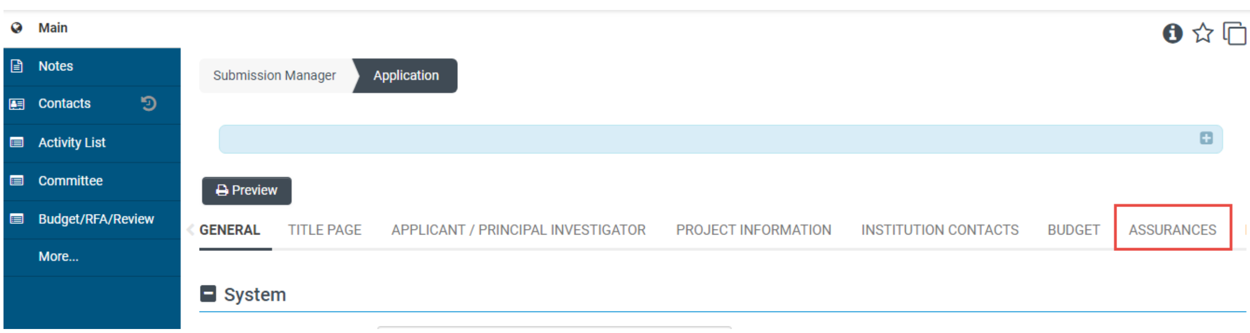
To Update the Budget Details, Budget Justification, and Subcontractor Budget

Communicate with your assigned RGPO C&G analyst to discuss budget revisions.

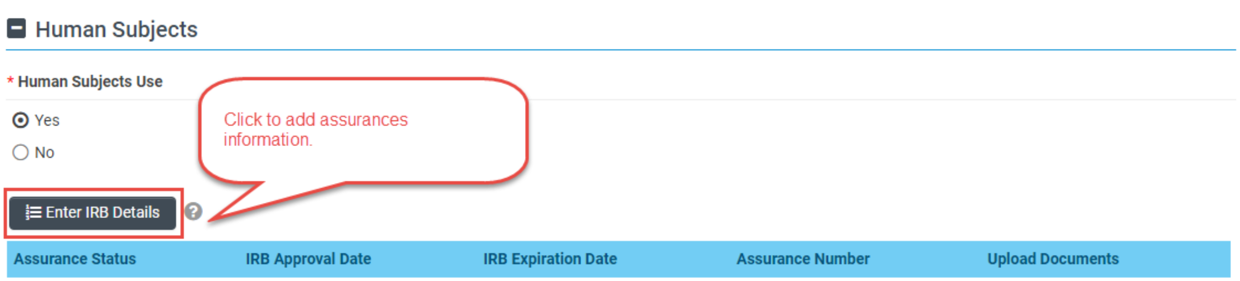
1. Go to the Budget tab. Click **"Open"**.
2. Under the Budget Summary heading, click **"Edit Budget."** Scroll past the summary.
3. Edit the budget details and budget justifications. Please discuss issues or concerns with your program officer and/or with your RGPO C&G analyst. Click **"Save Draft"** to save your progress.
4. If you have a subcontractor, you may be requested to edit or to coordinate edits to the subcontract budget.
5. Once you have entered all the necessary budget figures and notes, click **"Budget Complete." Note: Clicking "Budget Complete" will lock your budget.**

To Update or Add Assurances

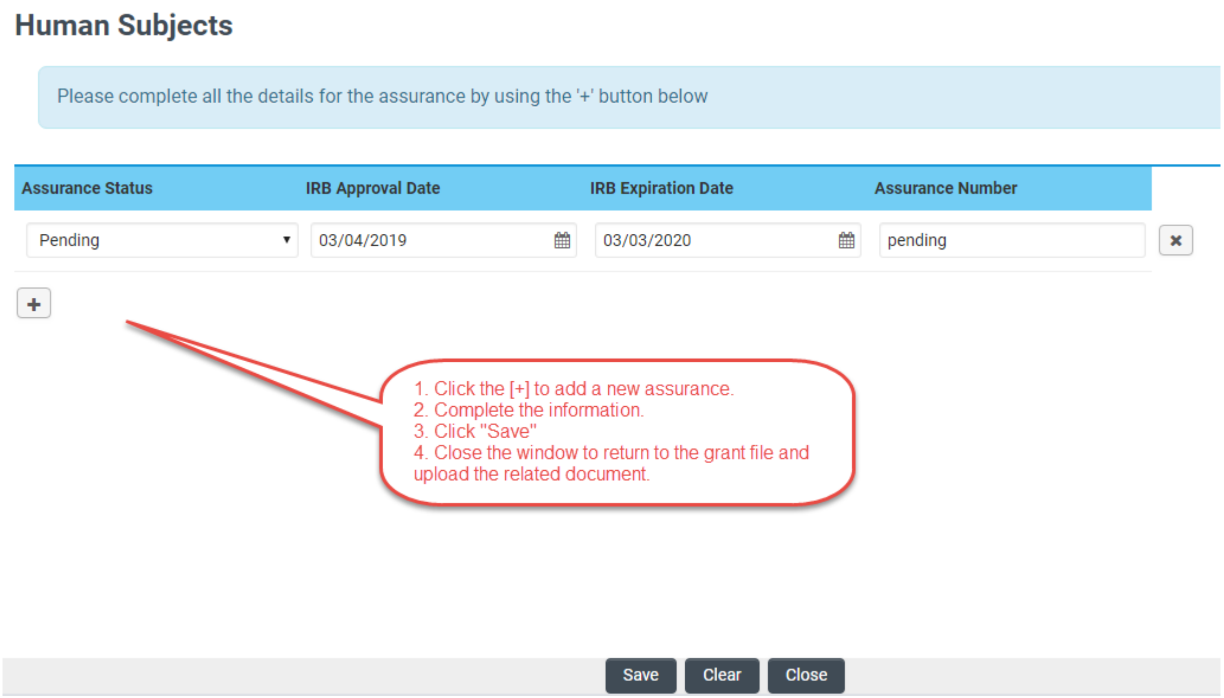
Please upload assurance approval letters to the Assurances tab.



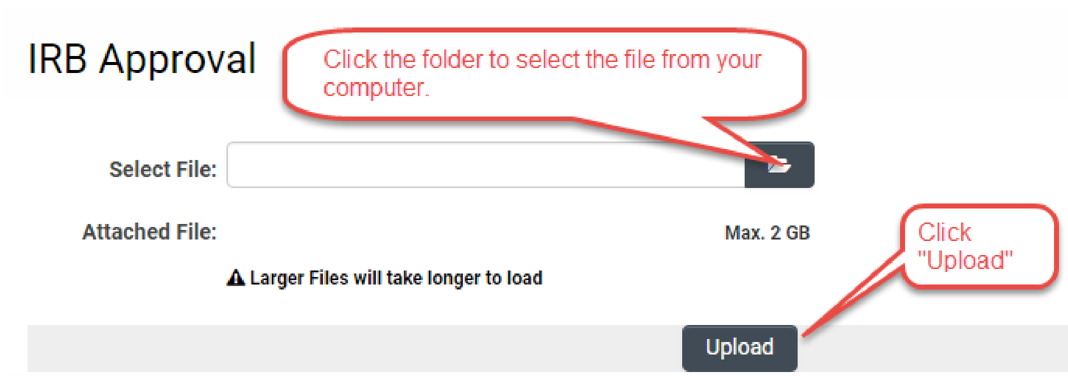
Click the "Enter … Details" button to add assurances information (IRB, IACUC, Biohazard Use, DEA Substance).



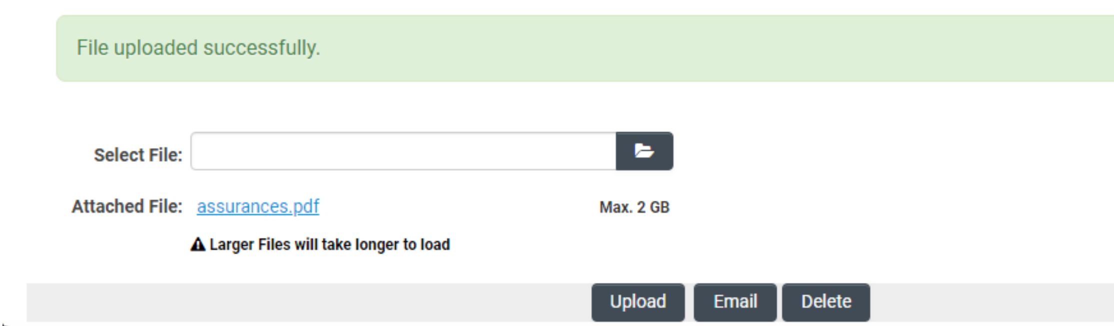
In the new assurances window, click the [+] to add a new row, complete the information, and click "Save." Close the window to return to the grant file and upload the related document, if it is currently available.



Select the document from your computer, and click Upload.



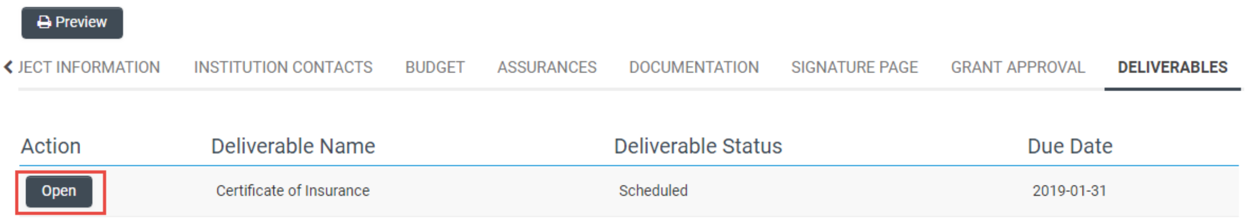
A successful upload will display a message, and the attached file will display as a link.



Close the upload window to return to the grant file.

To Upload a Deliverable

Navigate to the Deliverables section of your grant file. Open a requested deliverable.

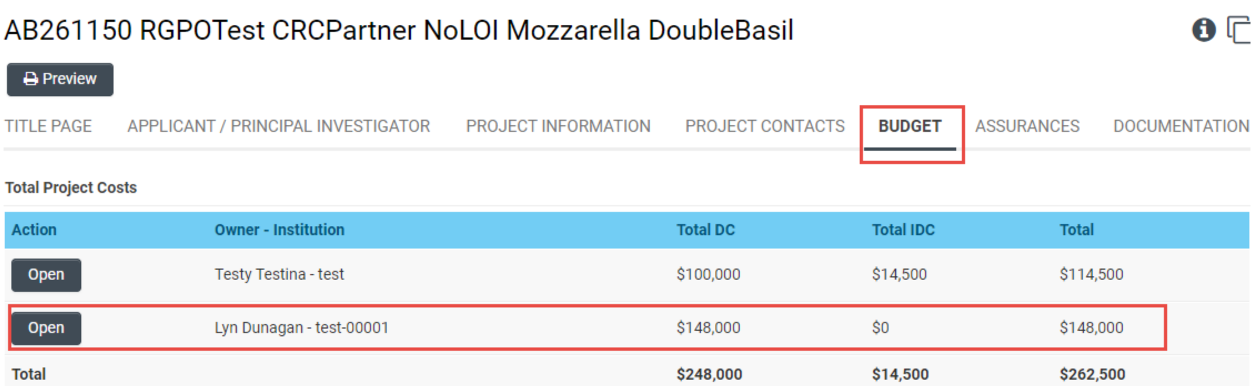


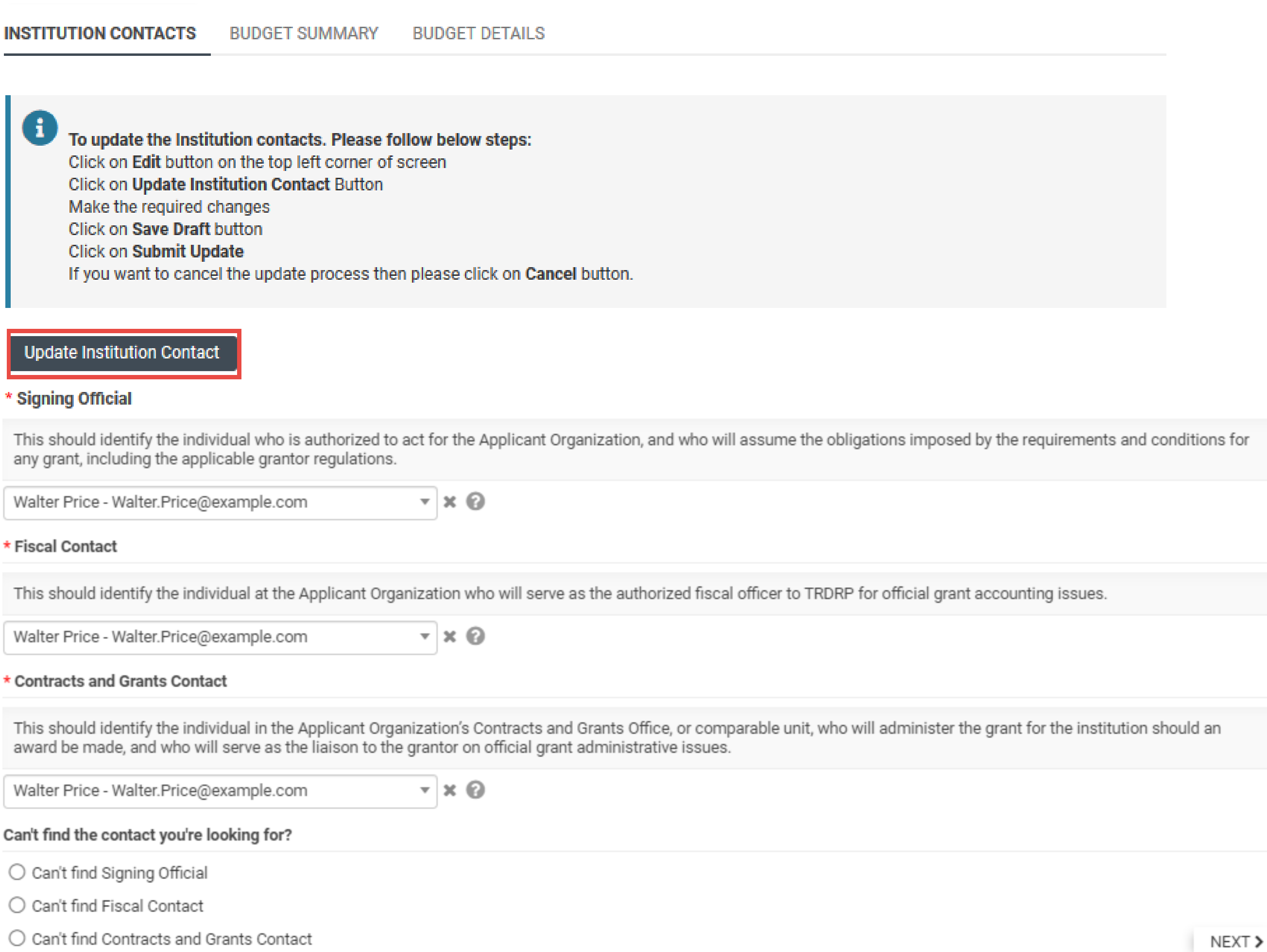
- Click “**Request Details**”
- Download a template, if necessary.
- Complete the response.
- If an upload is necessary, click the upload icon and follow the prompts.

To Add/Update Your Contacts

Go to the “Project Contacts” tab to review all contacts. Please ensure that your institution contacts include your post-award C&G primary contact. Click the Budget tab and click the Open button to open the budget activity. **Note**: Your budget needs to be in an editable status (Draft or Revision Requested). Contact your RGPO C&G analyst to unlock the budget, if necessary.

If contacts have changed, in the Budget, go to the Institution Contacts tab and click the “**Update Institution Contacts button**.” Update the contacts, click “Save Draft,” then click “Submit Update.” If you have difficulty, email RGPO at rgpogrants@ucop.edu with the PI name, Grant ID, and updated contact information. Once contacts are up to date, this will ensure the reports are sent to the correct contacts.





Note: The PI and the signing official must be separate individuals. If you are your organization's signing official and you are the PI, please select someone else from your organization (such as a fiscal officer, operations director, or chairperson) as the signing official.

RGPO Prefunding Review

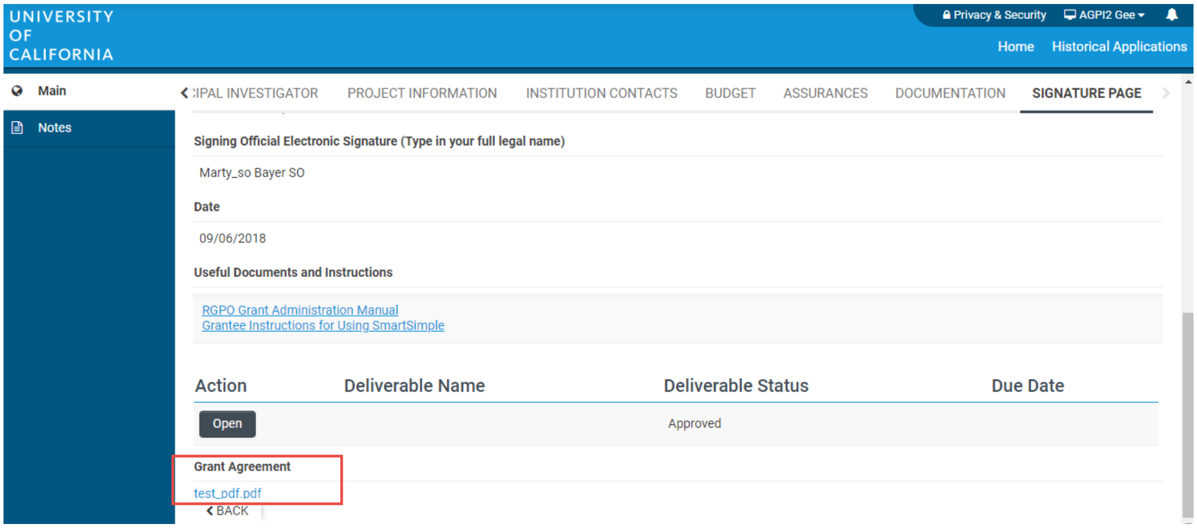
When revisions are complete, click "Submit Revisions". This will close the grant file to further edits, and the status of your award will become "Under Review". RGPO staff may contact you for additional clarifications.

Award and Release of Funds – End of Prefunding

When all deliverables have been approved, your grant status will be updated to "Awarded", and you will receive an email regarding your release of funds.

Grant Agreement (Non-UC only)

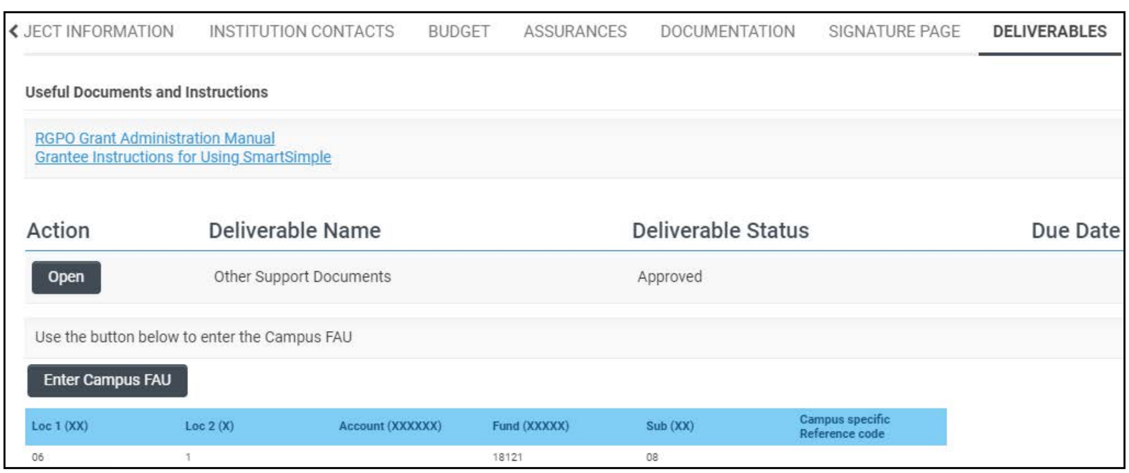
Your fully executed grant agreement is located in the Signature tab of your grant file.



Transfer of Funds (UC only)

To receive the award funds, your General Accounting Office will need to establish a research function account coupled to the UCOP fund number. When your account is established, please update your grant file with your campus account information. In addition to the FAU, your department may utilize a campus-specific account reference code to further specify the fund designation. Please work with your department's financial administrator, campus accounting and/or budget office.

To add your campus FAU and campus-specific reference code to your grant file, click Deliverables and locate the "Enter Campus FAU" button.



In the new window, enter your campus FAU into the account field. If you have a campus-specific account reference code, enter that information as indicated. Click Save.