

# Managing Your Award - Prefunding

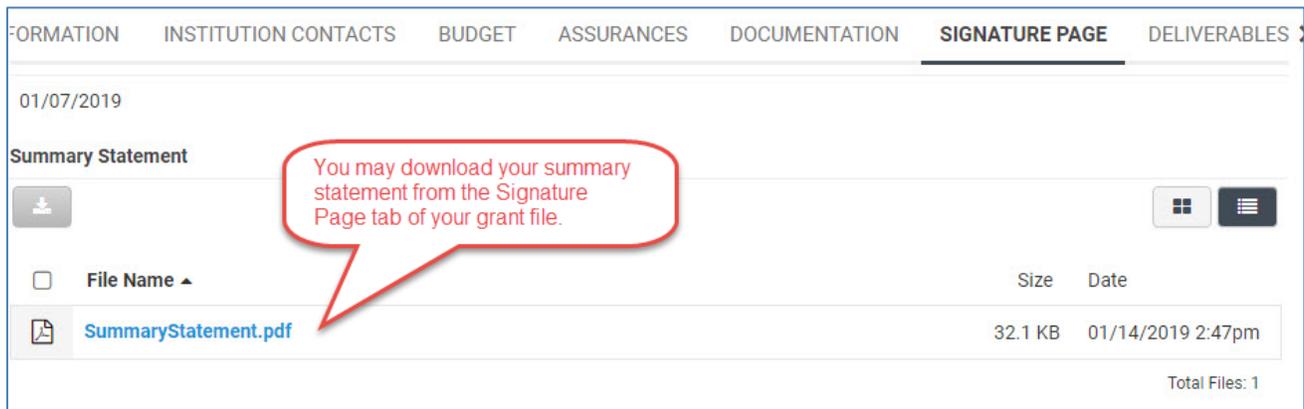
## Grantee Instructions for Pre-funding Activities in SmartSimple

### 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.



The screenshot shows the SmartSimple interface with the 'SIGNATURE PAGE' tab selected. At the top, there are navigation tabs: INFORMATION, INSTITUTION CONTACTS, BUDGET, ASSURANCES, DOCUMENTATION, SIGNATURE PAGE, and DELIVERABLES. Below the tabs, the date '01/07/2019' is displayed. The main content area is titled 'Summary Statement' and contains a download icon, a grid icon, and a list icon. A red speech bubble points to the download icon with the text: 'You may download your summary statement from the Signature Page tab of your grant file.' Below this, there is a table with columns for 'File Name', 'Size', and 'Date'. The table contains one entry: 'SummaryStatement.pdf' with a size of '32.1 KB' and a date of '01/14/2019 2:47pm'. At the bottom right of the table, it says 'Total Files: 1'.

| File Name            | Size    | Date              |
|----------------------|---------|-------------------|
| SummaryStatement.pdf | 32.1 KB | 01/14/2019 2:47pm |

## PI Prefunding Review

T29IP0571 RGPO test MS6

**Revision Comments**  
**Program Officer Comments:** Please revise Lay Abstract and Milestones.

**Contracts and Grants Comments:** Please submit revised budget and submit F&A Rate Agreement.

**GBFA Comments:** Please submit Campus FAU.

Please respond to all revision requests.

## 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.

The screenshot shows a web application interface. On the left is a dark blue sidebar with navigation options: Notes, Contacts, Activity List, Committee, Budget/RFA/Review, and More... The main content area has a top navigation bar with 'Submission Manager' and 'Application' tabs. Below this is a search bar and a 'Preview' button. A horizontal menu contains several tabs: GENERAL, TITLE PAGE, APPLICANT / PRINCIPAL INVESTIGATOR, PROJECT INFORMATION, INSTITUTION CONTACTS, BUDGET, and ASSURANCES. The 'ASSURANCES' tab is highlighted with a red box. Below the menu is a 'System' section.

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

The screenshot shows the 'Human Subjects' section. Under the heading '\* Human Subjects Use', there are radio buttons for 'Yes' (selected) and 'No'. Below this is a button labeled 'Enter IRB Details' with a question mark icon, which is highlighted with a red box. A red callout bubble points to this button with the text 'Click to add assurances information.' Below the button is a table header with columns: Assurance Status, IRB Approval Date, IRB Expiration Date, Assurance Number, and Upload Documents.

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.

## Human Subjects

Please complete all the details for the assurance by using the '+' button below

| Assurance Status | IRB Approval Date | IRB Expiration Date | Assurance Number |
|------------------|-------------------|---------------------|------------------|
| Pending          | 03/04/2019        | 03/03/2020          | pending          |



1. Click the [+] to add a new assurance.
2. Complete the information.
3. Click "Save"
4. Close the window to return to the grant file and upload the related document.

Save Clear Close

Select the document from your computer, and click Upload.

### IRB Approval

Click the folder to select the file from your computer.

Select File:

Attached File: Max. 2 GB

⚠ Larger Files will take longer to load

Click "Upload"

Upload

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

File uploaded successfully.

Select File:

Attached File: [assurances.pdf](#) Max. 2 GB

⚠ Larger Files will take longer to load

Upload Email Delete

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.

 Preview

[PROJECT INFORMATION](#)
[INSTITUTION CONTACTS](#)
[BUDGET](#)
[ASSURANCES](#)
[DOCUMENTATION](#)
[SIGNATURE PAGE](#)
[GRANT APPROVAL](#)
[DELIVERABLES](#)

| Action  | Deliverable Name         | Deliverable Status | Due Date   |
|---|--------------------------|--------------------|------------|
|  | Certificate of Insurance | Scheduled          | 2019-01-31 |

- 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](mailto: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.

AB261150 RGPOTest CRCPartner NoLOI Mozzarella DoubleBasil



 Preview

[TITLE PAGE](#)
[APPLICANT / PRINCIPAL INVESTIGATOR](#)
[PROJECT INFORMATION](#)
[PROJECT CONTACTS](#)
[BUDGET](#)
[ASSURANCES](#)
[DOCUMENTATION](#)

Total Project Costs

| Action  | Owner - Institution      | Total DC         | Total IDC       | Total            |
|---|--------------------------|------------------|-----------------|------------------|
|  | Testy Testina - test     | \$100,000        | \$14,500        | \$114,500        |
|  | Lyn Dunagan - test-00001 | \$148,000        | \$0             | \$148,000        |
| <b>Total</b>  |                          | <b>\$248,000</b> | <b>\$14,500</b> | <b>\$262,500</b> |

**i** To update the Institution contacts. Please follow below steps:  
Click on **Edit** button on the top left corner of screen  
Click on **Update Institution Contact** Button  
Make the required changes  
Click on **Save Draft** button  
Click on **Submit Update**  
If you want to cancel the update process then please click on **Cancel** button.

**Update Institution Contact**

**\* Signing Official**

This should identify the individual who is authorized to act for the Applicant Organization, and who will assume the obligations imposed by the requirements and conditions for any grant, including the applicable grantor regulations.

Walter Price - Walter.Price@example.com x ?

**\* Fiscal Contact**

This should identify the individual at the Applicant Organization who will serve as the authorized fiscal officer to TRDRP for official grant accounting issues.

Walter Price - Walter.Price@example.com x ?

**\* Contracts and Grants Contact**

This should identify the individual in the Applicant Organization's Contracts and Grants Office, or comparable unit, who will administer the grant for the institution should an award be made, and who will serve as the liaison to the grantor on official grant administrative issues.

Walter Price - Walter.Price@example.com x ?

**Can't find the contact you're looking for?**

- Can't find Signing Official
- Can't find Fiscal Contact
- Can't find Contracts and Grants Contact

NEXT >

**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

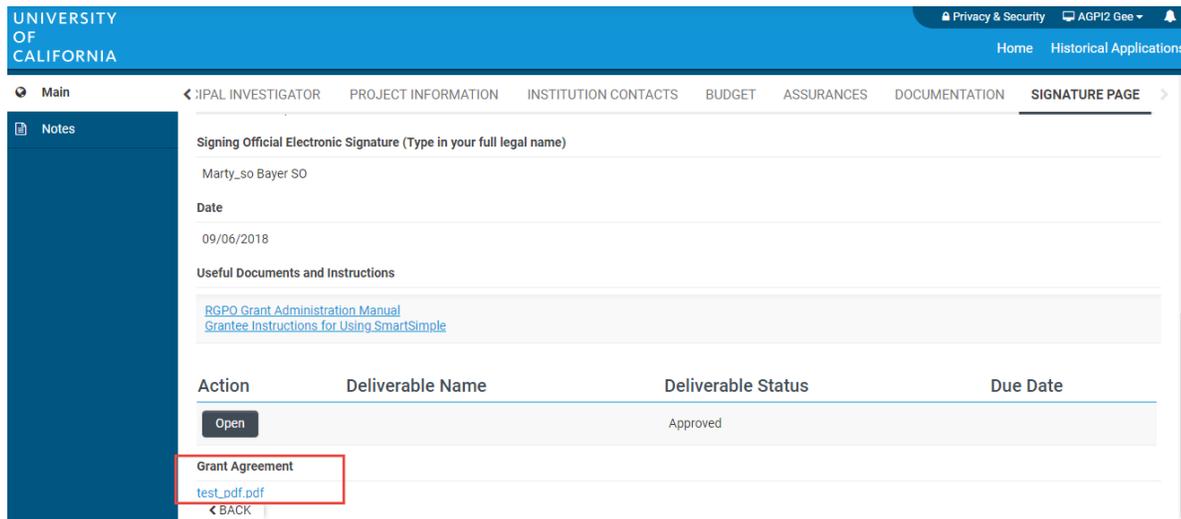
When revisions are complete, click "Submit Revisions". This will close the grant file to further edits, and the status of your award will become "Under Review". RGPO staff may contact you for additional clarifications.

## 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)

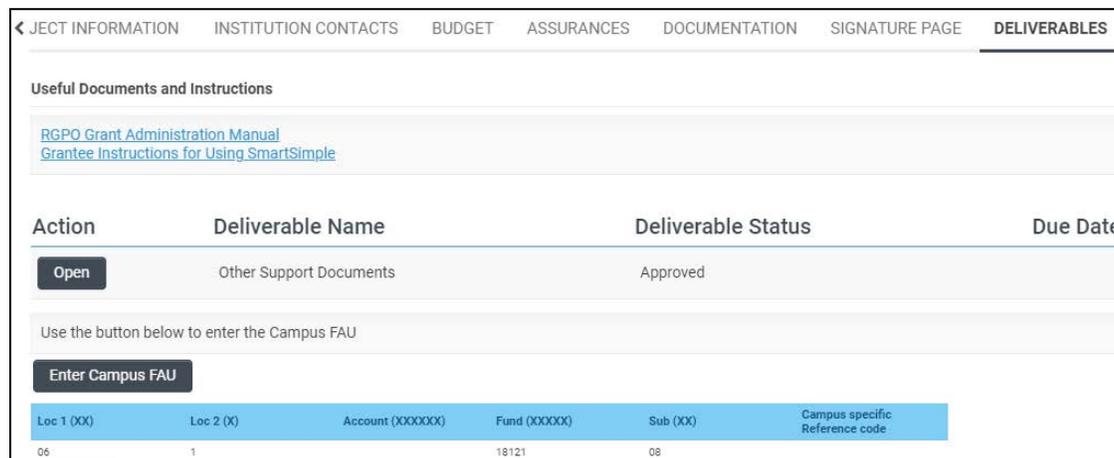
Your fully executed grant agreement is located in the Signature tab of your grant file.



### 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.

