Extramural Funding- Overarching Framework Summary by Grant Stage

Pre- Award Cycle

Post-Award Cycle

4-6 weeks

90-Days
(Prior to expiration)

1. Funding Opportunity → 2. Proposal Preparation → 3. Proposal Submission → 4. Post-Proposal Submission → 5. Set Up Award (Fund) → 6. Implement Grant → 7. Close Out
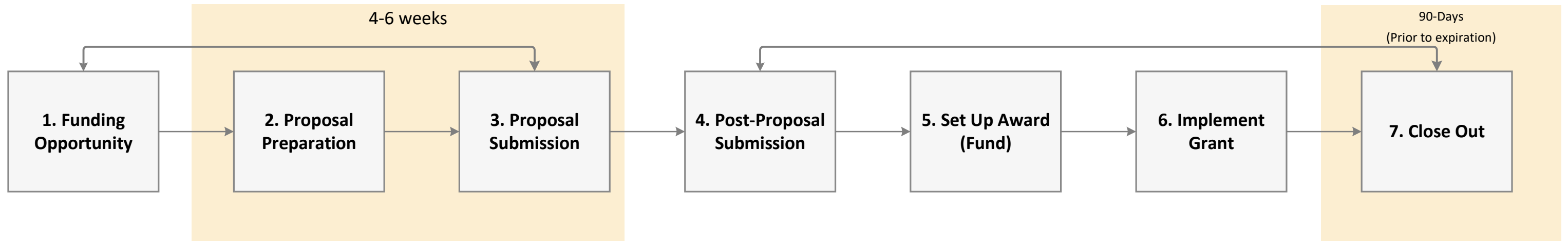
Key Terms and Roles

Term / Role	Description
Budget Period	The intervals of time into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. Budget periods are usually 12 months long but may be shorter or longer, if appropriate.
Principal Investigator (PI)	The eligible (as determined by UCR policy) and qualified person designated by UCR to direct a research project or program. The PI is responsible for overseeing the scientific and technical aspects of a project. Principal Investigators are required to be significantly involved in the project. "Fronting" as a Principal Investigator is contrary to UC/UCR policy.
Procurement Analyst	The Procurement Analyst is a Business Operations analyst who helps lead the procurement effort (prepare PO, issue PO, seek SRP approval for each grant, etc.) for everything that is procured for SOM. S/he works closely with SRP analyst to review approvals on each grant.
Research and Economic Development (RED)	RED is the UCR unit with delegated authority to submit all final proposals to the sponsor, on behalf of SOM.
Solicitation	A document that elicits proposals
SOM Approving Unit	SOM approving unit may consist of the Dean's Office, Finance and Administration (F&A), or the Chair in the respective unit who has the approving authority for C&G-specific matters.
SOM -Non-Approving Unit	
SRP Analyst	SRP analyst is the analyst assigned to lead the administration and management of the award. S/he can be assigned to manage the pre-award, post-award or both in some cases, and have the responsibility to help create and/or review budgets and who is granted authority to submit an eCAF to the PI for final review and certification.

Please refer to the UCR RED eCAF page for a comprehensive glossary of C&G related terms: https://cnc.ucr.edu/ecaf/glossary.html#42.

May 18, 2022

Extramural Funding- Overarching Framework Details by Grant Stage

Legend:
- PI
- SRP Analyst
- SOM Approving Unit
- Non-SOM Unit

Pre- Award Cycle

4-6 weeks

Post-Award Cycle

90-Days (Prior to expiration)

1. Identify Funding Opportunity	2. Proposal Preparation	3. Proposal Submission	4. Post-Proposal Submission	5. Set Up Award (Fund)	6. Implement Grant	7. Close Out

1. Identify Funding Opportunity
- Search for funding opportunities
- Clarify fund source and type
- Review solicitation requirements for eligibility and feasibility

2. Proposal Preparation
- Request and launch formal proposal w/ request for eCaf Questionnaire
- Verify or set-up PI Eligibility (as needed)
- Identify key roles to complete tasks
- Prepare budget and justification
- Review, itemize, and interpret sub-award/ sub-contract requirements
- Prepare body of grant

3. Proposal Submission
- Execute eCAF
- Prepare sponsor application
- Obtain COEUS confirmation

4. Post-Proposal Submission
- Identification of Supporting Material and Requirements
- Submission of supporting material after NOA
- Review for pre-award or other reqirements
- Follow-up as needed regarding notification from Sponsor and/or RED
- Review for completeness and signatures for acceptance

5. Set Up Award (Fund)
- Review PAMIS Award for accuracy
- Verify and implement Residual Account
- Set-up and implement overall budget and expense categories

6. Implement Grant

On-Going
- Personnel Updates (New Hires, FAU Updates, etc.)
- Residual Review and Quarterly Allocations
- Acquisition of non-Salary Budgeted Expenses (equipment, supplies, etc.)
- Monthly Ledger Reconciliation (FAU corrections, encumbrance review, etc.), Analytic Review and Reporting
- PI Certification

As Needed
- Rebudgeting
- Award continuation/ renewal
- Proper Verification of Cost-sharing / Matching as reported on award

7. Close Out
- Final Report to PI and Sponsor (Federal Financial Report (FFR))
- Final Clearance of all Encumbrances
- Final Deficit Clearing, Fund Close-out
- Final Cost Share Report

May 18, 2022