GM.01 – Process New Funding

1. Notice of Award is received from the Sponsored Programs Administration via email or paper
   - Program income funding is further mapped in GM.09 – Process a Sponsored Payment

2. Search for award
   - Existing award?
     - Yes
       - Existing sponsored?
         - Yes
           - Create and Maintain Customer Data (AR.01)
         - No
           - Flow-through?
             - Yes
               - Create and associate project(s), listing the OCGA accountant as the Project Manager
             - No
               - No project budget should be established for cost share projects

3. Create and Maintain Customer Data (AR.01)
   - The Primary grant sponsor must be created as a Customer and Sponsor

4. Create award
   - Add award funding
     - Add award details, including pre-award date
     - Delineate project budget by planning resource
     - Revise award bill plan and/or revenue plan to reflect amount-based billing
     - Submit contract and enter contract details
     - Submit and approve contract
   - Delineate project flow
     - Baseline budget
     - Pre-award spending?
       - Yes
         - Set up in advance?
           - Yes
             - Notify Department/PI
           - No
             - Refuse to submit the contract for approval when prompted
           - No
             - Submit contract and enter contract details
             - Submit and approve contract
         - No
           - Baseline budget
           - Wait for project start date
           - Baseline budget
           - Baseline budget
           - Baseline budget
           - Baseline budget

5. Notify Department/PI
   - Amend contract to reflect additional funding and/or projects
   - Submit and approve contract
   - Submit and approve contract
   - Submit and approve contract

6. End

- Project PI and departmental Grants admin(s) must be added manually
- OCGA should be automatically populated as VU/Project Manager
- Project PI, FUM, and departmental Grants admin(s) must be added manually
- OCGA should be automatically populated as VU/Project Manager based on project template setup
- Billing events are required for fixed price/milestone and prepaid awards, as well as program income projects
- Revenue events are required for program income projects, but the amount will not be known during setup; these will be added during the life of the project as documented in GM.09
- Set LOC contracts to automatically release invoices on approval
- Project roles already added