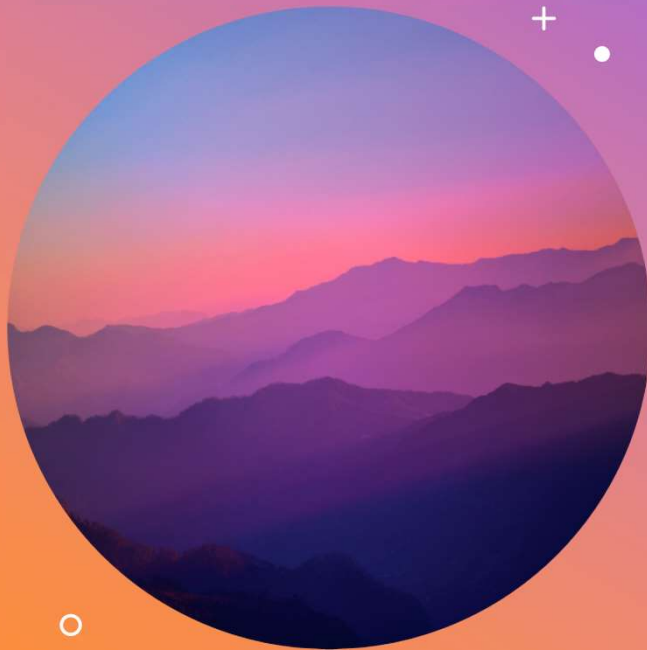


FORMSTACK REQUESTS FOR AWARD SETUP





AGENDA

- Formstack Links and Purpose
- Routing vs. Formstacks
- Shared OGC Inboxes

Introduction

A quick refresher outlining the purpose and usage of the various Formstack links used by Award Setups and OGC Post Award, also to be available as a reference guide for new team members encountering Preaward and routing requests for the first time.



FORMSTACK LINKS AND PURPOSE

A Quick Refresher

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FORMSTACK LINKS AND PURPOSE

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Preaward Request Form:

https://ucdenverdata.formstack.com/forms/award_preactivation_request_9_18

- Used for requesting a new or continuation Preaward request for a fund 30 or 31 Project Number and Speedtype.
- Not required for NIH Non-Competing Continuations (those are completed automatically)

Proposal Continuation Form:

https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form

- Used for submitting or initiating any amendment or continuation under an existing proposal routing.
- Also includes the ability to simultaneously submit a Preaward request (saving an additional form for a Preaward request)

Org Change Request Form:

https://ucdenverdata.formstack.com/forms/ogc_org_change_request_form

- Used for submitting requests to change the department org on an existing Speedtype
- Org Changes typically processed at the end of each month – please submit accordingly

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Award Preactivation Speedtype Request



AWARD PRE-ACTIVATION SPEEDTYPE REQUEST

This form is used to establish or extend a University of Colorado Denver | Anschutz Medical Campus project and speedtype before the receipt of the sponsored award document for a new or competing continuation award. The form is not required for federal awards within non-completing segment. Preawards will be auto created for periods in current segment. Complete all requested information, and submit form at bottom.

DISCLAIMERS: Issuance of a preaward speed type does not authorize spending prior to the start of a project. Department must understand sponsor policy to determine if pre-spending is allowable. If spending occurs and is determined to be unallowable, it will be department responsibility to remove expenses timely. If this is a Clinical Trial agreement that is not yet fully executed, the project will be used solely for the recording of COMIRB expense and deposit of sponsor reimbursement of the COMIRB expense(s) until the agreement is fully executed. Any expense(s) in excess of the COMIRB fee(s) that are charged to the project will remain the sole responsibility of the department.

SUBMITTER INFORMATION

Submitter Name*
First Name Last Name

Submitter Contact Phone Number*

Submitter Contact Email Address*

Special Notes/Specific Requests

DEPARTMENT INFORMATION

Proposal Routing Number*
Current routing must be established to receive a pre-award

Principal Investigator*

Dept. Sponsored Projects ORG code*

Dept. SpeedType*
May be used to cover unallowable costs

SPONSOR INFORMATION

Sponsoring Agency*

Federal Flow Through* No Yes

Best Sponsor Contact Name*

Sponsor Contact Phone/Email*

AWARD INFORMATION

Anticipated Budget Start Date*

Anticipated Budget End Date*

Anticipated Award Period* 1 2 3 4 5
multiple years expected?

Sponsor Reference Award #*

Is this a brand new award, or a continuation of an existing award?* New Continuation

Will this be a Grants Reimbursable or Fixed Rate award?* Cost Reimbursable Fixed Rate
Please contact OIG-ASISub@ucdenver.edu if any clarification is needed.

If a new number is anticipated, and you are requesting multiple project numbers under the award, please indicate how many

Reason

Anticipated Award Period*

1 2 3 4 5
multiple years expected?

Is this a brand new award, or a continuation of an existing award?*

New Continuation

If Continuation, provide Current Project #*

If this is a continuation, please indicate whether you are expecting it to keep the same project number or receiving a new?*

Keep Same Project #
 Create New Project #

Please Note that a New Project Number and ST will be required if prior approval is needed for Carry Forward.

AUTHORIZED APPROVALS

Project Principal Investigator*
First Name Last Name

Department Chair*
First Name Last Name

Principal Investigator Email*

Department Chair Email*

By completing and submitting this form, the Submitter hereby certifies that they have obtained the approvals and authorizations from the required parties listed above in order to request the creation of a Pre-Award Speedtype.*
 I Agree

Submit Form

OGC Proposal Continuation Form



Contract Amendment or RPPR Submission Form

This form is to facilitate processing of contract amendments or RPPR submissions for Sponsored Projects. If your award does not require a contract amendment to be signed, or an RPPR to be submitted, please just email the award action and Master Proposal/PeopleSoft Contract Number to Awards Intake (OGC.AwardsIntake@ucdenver.edu) directly.

Requester Information

Name*

First Name Last Name

Phone Number*

Requester Email*

Associated Department Name*

Current Action Info

The purpose of this request is:*
 To initiate the Review of a contract amendment.
 To initiate the submission of an RPPR, IPA/PA Modification, or Continuation LOI/ISO

Notes section

Any additional info you would like to include.

Annual COI Disclosure Renewal has been completed?*

No Yes NA

COI disclosure policies and resources can be reviewed [here](#).

Contract Amendment Review

Was the original contract reviewed and signed in CRAO (i.e. does it involve funding/support from an industry (for-profit) entity)?*

Yes No

What is the current continuation/amendment accomplishing?
 Additional Time Additional Funding Supplement De-obligation POP Reduction Non-Monetary
 Carry-Forward PI Change Other:

Please check all that apply

Current Action Info

The purpose of this request is:*
 To initiate the Review of a contract amendment.
 To initiate the submission of an RPPR, IPA/PA Modification, or Continuation LOI/ISO

Notes section

Any additional info you would like to include.

Annual COI Disclosure Renewal has been completed?*

No Yes NA

COI disclosure policies and resources can be reviewed [here](#).

RPPR Submission

Upload Attachment:
 No File Chosen
Budget, budget justification, etc...

RPPR Deadline Date

Please check all that apply

Would you like to request a Preaward?

- No
 Yes
 Preaward has already been requested/completed

You can request a continuation Preaward here INSTEAD of the OGC Preaward Request Formstack. PLEASE DO NOT SUBMIT BOTH!

Upload Attachment: (Please note if uploading an un-finalized Award Document, editable Word doc is preferred)

No File Chosen
Budget, Supporting Documentation, etc...

Upload Attachment: - Copy

No File Chosen
Budget, Supporting Documentation, etc...

Upload Attachment: - Copy

No File Chosen
Budget, Supporting Documentation, etc...

Preaward Request

Reminder: Preaward Request form is not required for federal awards within a non-completing segment. Preawards will be auto-created for periods in current segment.

Please indicate whether you expect this preaward to keep the same project number and Speedtype, or receive a new one.

- Continue under the existing number
 Issue a new number

What is the anticipated preaward budget period?

Is this project Cost Reimbursable or Fixed?

- Cost Reimbursable
 Fixed

Please indicate the reason for your CR or FR selection.

OGC Org Change Request Form

New ORG*

 ex: XXXXX

New Org Description*

 ex: SOM-MED Sponsrd Pgms/Gt

Reason for Org Change Request*

- PI has moved
- PI has moved
- New Org was created
- Incorrect Org requested on Routing
- Incorrect Org used at Speedtype setup

Reason for Org Change Request

 Additional explanation if needed

Submit Form

Submitter Information

Requestor Affiliation*
 Department OGC

Name*

First Name Last Name

Email* **Phone***

Org Reference Information

Principal Investigator Name*

First Name Last Name

Project/Program Number*

 ex: 25AXXXX

Speedtype*

 ex: 630XXXX

Current ORG*

 ex: XXXXX

Current Org Description*

 ex: SOM-MED Sponsrd Pgms/Gt

New ORG*

 ex: XXXXX

New Org Description*

 ex: SOM-MED Sponsrd Pgms/Gt

Reason for Org Change Request*
 PI has moved

Reason for Org Change Request

 Additional explanation if needed

2nd PI/Project/Speedtype Change Needed?
 Yes

Submit Form

When to Route a New Proposal vs. When to Submit a Continuation Formstack

Credit: TK Keith, "Routing Process Changes" Effective July 2020

https://www.ucdenver.edu/docs/librariesprovider148/ogc_documents/routing-process-changes-announcement-6-17-20e30c98e5302864d9a5bfff0a001ce385.pdf?sfvrsn=2c24fcb9_2&_gl=1*17dzh4l*_ga*NjgxMTU5NDk5LjE2NTk0NTcwNDY.*_ga_DS36BR332D*MTY4NDg2Mjg3MS4xLjEuMTY4NDg2Mjg4MC4wLjAuMA..

The two tables below identify when formal routing using the Routing form in InfoED eRA is required as well as what action is needed based on what your request is.

Award Type	New Project	Non-Competing Continuation	Competing Continuation / Supplement	Amendment (Same Project)	RPPR
Federal Grants	Infoed Routing Required	Email award directly to OGC Award Set Up	Infoed Routing Required	N/A	Submit via Formstack
Federal Flow Through Grants/Contracts	Infoed Routing Required	N/A	N/A	Submit via Formstack	N/A
Foundation Grants	Infoed Routing Required	Email applicable documentation directly to OGC Award Set Up	N/A	Submit via Formstack	N/A
Contracts	Infoed Routing Required	N/A	N/A	Submit via Formstack	N/A

I Need to...	Required Actions
Route an amendment document to contracts for negotiation and setup a pre-award speedtype	Submit the continuation Formstack for an amendment and select "Yes" for the question "Would you like to request a Preaward?"
Request a pre-award speedtype for a future amendment routing	Submit Pre-award request via Formstack
Route an amendment needing a signature or negotiation and I do not need a pre-award speedtype	Submit the continuation Formstack for an amendment and select "No" for the question "Would you like to request a Preaward?"
Route for a brand new award or a competing continuation proposal and would like to request a pre-award speedtype	First, complete the InfoED routing form. Once the routing is in the "submitted" status, then complete the Pre-award request via Formstack .
Request a pre-award speedtype for a future award or competing continuation period that has already been routed in InfoED	Submit Pre-award request via Formstack



OGC SHARED EMAIL INBOXES

- OGC.AwardsIntake@ucdenver.edu

- Used for submitting any award notices or FE Contracts received by dept from sponsor or PI.
- Also for submitting any after-the-fact detailed budgets (very helpful!)
- Please include the relevant proposal number.

- OGC.4Status@ucdenver.edu

- Used for requesting a status on a Preaward or full award speedtype setup after request has been submitted or NOA has been received.
- Typical turnaround times are 1-5 business days for Preaward request, 7 – 10 business days for full setup (these can increase during Fiscal Year End or periods of increased award submissions).
- Don't forget to check your inbox for an automated email notification, or your infoed proposal for an updated status BEFORE reaching out to 4Status.

- OGC.FiscalRoles@ucdenver.edu

- Requesting the change or removal of fiscal staff or roles from existing speedtypes

5/25/2023

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QUESTIONS AND THANK YOU FOR ATTENDING

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Bryce.Walsh@cuanschultz.edu



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