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
FORMSTACK LINKS AND PURPOSE

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
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 continuing noncompeting award. The form is not required for federal awards within a noncompeting segment. Please ask your ASC/RSC for periods in current segment.

Complete all requested information, and submit form at bottom.

DISCLAIMER: Issuance of a sponsored speedtype does not authorize spending prior to the start of a project. Department must obtain sponsor approval if pre-activity is allowable. If spending issues and is determined to be allowable, it will be department responsibility to remove extended start. If this is a Clinical Trial agreement that is not yet fully executed, the project will be used solely for the recording of CORR expenses and cannot be utilized before completion of the CORR agreement, until the agreement is fully executed. Any expenses in excess of the CORR limits that are charged to the project will remain the sole responsibility of the department.

SUBMITTER INFORMATION

Submitter Name* 
Submitter Contact Phone Number*

DEPARTMENT INFORMATION

Proposal Requesting Number*
Principal Investigator*

SPONSOR INFORMATION

Sponsoring Agency* 
Federal Flow Through* 
Best Sponsor Contact Name* 
Sponsor Contact Phone/Email*

AWARD INFORMATION

Anticipated Budget Start Date* 
Anticipated Budget End Date* 
Anticipated Award Period* 

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

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

Authorized Approvals

Project Principal Investigator* 
Department Chair* 
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. **

Submit Form
OGC Org Change Request Form
When to Route a New Proposal vs. When to Submit a Continuation Formstack

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.

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

I Need to...                                      Required Actions

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

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

https://www.ucdenver.edu/docs/librariesprovider148/ogc_documents/routing-process-changes-announcement-6-17-20e30e98e530266d49a5b0ff0a001ce3a5.pdf?sfvrsn=2c24fcb9_2&_gl=1*17dzh4l_*ga*NjgxMTU5NDk6LjE2NTk0NTowNDY.*_ga_DS36BR332D*MTY4NDg2Mjg3MS4xLjEuMTY4NDg2Mjg4MC4wLjAuMA..
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
QUESTIONS AND THANK YOU FOR ATTENDING

Bryce Walsh – Award Setups Manager
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