Award Set Up

Prime Award is Received from Sponsor

RPAC reviews award for consistency with proposal, scope of work and budget and to assure that terms and conditions are acceptable.

NO → **RPAC works with the Dept and/or Sponsor**

YES ↓

RPAC signs and returns the award to the sponsor

Has Sponsor signed award?

NO → **RPAC must wait for fully executed agreement to be returned.**

YES ↓

RPAC notifies UCLA EFM ("accounting") that an award has been received, via a Notice of Award (NOA)

UCLA EFM assigns a unique Fund # and sends and award synopsis to RPAC. RPAC sends the NOA, award synopsis and award docs to the PI and the Dept administering the award.

Dept charges project expenses to assigned fund and manages award.

Does the Dept PI need to issue a subward?

NO → **End of Award Set Up Process**

YES ↓

Dept PI prepares Request for an Agreement Form (RAF)
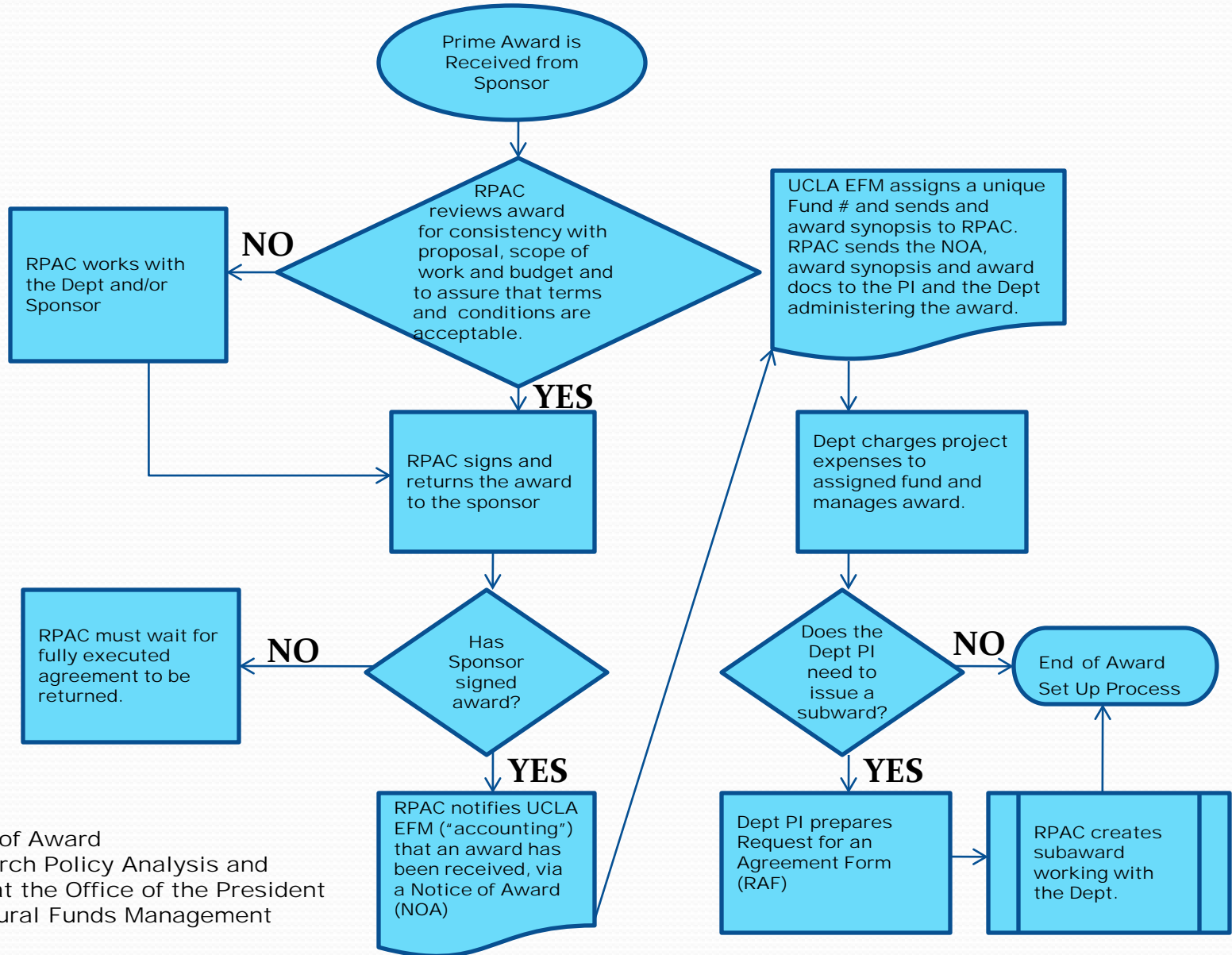
→ **RPAC creates subaward working with the Dept.**

NOA = Notice of Award
RPAC = Research Policy Analysis and Coordination at the Office of the President
EFM = Extramural Funds Management