### OSR Proposal - Award Process Flow and How to Generate Awards to Cash

#### Proposal and Award Process Flow

<table>
<thead>
<tr>
<th>OSR RR</th>
<th>OSR PROPOSAL AND AWARD PROCESS FLOW</th>
</tr>
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<tbody>
<tr>
<td><strong>OSR DATA MANAGEMENT</strong></td>
<td><strong>UNCG MOU Identifies Proposal Opportunity</strong></td>
</tr>
<tr>
<td><strong>OSR FINANCIAL REPORTING &amp; OSR DATA MANAGEMENT</strong></td>
<td><strong>Generates Award Profile</strong></td>
</tr>
<tr>
<td><strong>OSR FINANCIAL REPORTING (AUTOMATED PROCESS)</strong></td>
<td><strong>Receive Payment</strong></td>
</tr>
</tbody>
</table>

#### Flowchart:
- **START**: UNC MOU Identifies Proposal Opportunity
  - Transfer Pre-Award Expenses [NO]
  - Spend Against Project [YES (2nd)]
  - Generate Award Process
- **END**: Submit Proposal Data to ConnectCarolina

#### Flowchart:
- **OSR DATA MANAGEMENT**
  - **OSR FINANCIAL REPORTING & OSR DATA MANAGEMENT**
    - **Generates Award Profile**
    - **Create Award Project**
    - **Create Project Activity**
    - **Post & Finalize Budget**
    - **Transact Against Project(s)**
    - **Generates Contracts**
    - **Creates Billing Plan**
    - **Creates Revenue Plan**
    - **Create Prepaid (If Applicable)**
    - **Activate Contract**
      - Billing Plan Ready
      - Revenue Plan Ready
      - Prepaid Ready

#### Flowchart:
- **OSR FINANCIAL REPORTING (AUTOMATED PROCESS)**
  - **Receive Payment**
  - **Bill Sponsor / LOC Draw Report**
  - **Recognize Revenue**
  - **Calculate F&A**
  - **Accumulate Expenses (Cost Collection)**
  - **Award & Contract Closeout**
    - Year End?
    - Proj End
    - Continue?

#### Legend:
- **RR** - Roles and Responsibilities
- **AR** - Accounts Receivables
- **FA** - Facilities and Administration
- **GL** - General Ledger
- **MOU** - Major Organizational Unit
- **OSR** - Office of Sponsored Research
- **PC** - Project Costing

*Version: 06222015*
**Process Overview**

1. **Generate Award**
   - Generate Award: Grants > Proposals > Generate Award
   - Set Up Award Profile: Grants > Awards > Award Profile
   - Set Up Project: Grants > Awards > Project
   - Set Up Project Activity: Grants > Awards > Project Activity
   - View Transaction List: Project Costing > Transaction Definitions Transaction List

2. **Activate Contract**
   - Customer Contracts > Create and Amend > General Information

3. **Cost Collection Process**
   - Purchasing: Project Costing > Cost Collection > Purchasing
   - Purchasing Adjustments: Project Costing > Cost Collection > Purchasing Adjustments
   - General Ledger: Project Costing > Cost Collection > General Ledger
   - Accounts Payable: Project Costing > Cost Collection > Payables
   - Time and Labor: Project Costing > Cost Collection > Time and Labor
   - Student Financials: Project Costing > Cost Collection > Time and Labor

4. **F&A Process**

5. **Generate Invoice**

6. **Update Contract/Project**

7. **Retrieve Billing Items**

8. **Process As-Incurred Revenue**

9. **Accounts Receivable Process**

10. **Deposits**

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**Processing Step Navigation Job Name Performer**

- **Grants > Proposals > Generate Award**: OSR Data Management Group
- **Grants > Awards > Award Profile**: OSR Data Management Group
- **Grants > Awards > Project**: OSR Data Management Group
- **Grants > Awards > Project Activity**: OSR Data Management Group
- **Project Costing > Transaction Definitions Transaction List**: OSR Data Management Group
- **Customer Contracts > Create and Amend > General Information**: OSR Data Management Group
- **Project Costing > Cost Collection > Purchasing**: PC PO TO PC
- **Project Costing > Cost Collection > Purchasing Adjustments**: PO_ADJUST
- **Project Costing > Cost Collection > General Ledger**: PC_GL_TO_PC
- **Project Costing > Cost Collection > Payables**: PC_AP_TO_PC
- **Project Costing > Cost Collection > Time and Labor**: PC_TL_TO_PC
- **Project Costing > Cost Collection > Time and Labor**: tbd
<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Navigation</th>
<th>Job Name</th>
<th>Performer</th>
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<tbody>
<tr>
<td>Generate Invoice Process</td>
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<td></td>
</tr>
<tr>
<td>Single Action Invoice</td>
<td>Billing &gt; Generate Invoices &gt; Non-Consolidated &gt; Single Action Invoice</td>
<td>BJOBx3K</td>
<td>OSR Financial Reporting Group</td>
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<tr>
<td>Update Contracts-Project Data</td>
<td>Billing &gt; Generate Invoices &gt; Utilities &gt; Update Contract/Projects Data</td>
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<td>OSR Financial Reporting Group</td>
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<tr>
<td>Retrieve Billing Items</td>
<td>Project Costing &gt; Revenue Collection &gt; Retrieve Billing Items</td>
<td>PC_BI_TO_PC</td>
<td>OSR Financial Reporting Group</td>
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<tr>
<td>Revenue Recognition</td>
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<td>PSA_ACCTGGL</td>
<td>OSR Financial Reporting Group</td>
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<tr>
<td>Process as Incurred Revenue</td>
<td>Customer Contracts &gt; Schedule and Process Revenue &gt; Process as Incurred Revenue</td>
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<td>OSR Financial Reporting Group</td>
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<tr>
<td>Process Fixed Fee Revenue</td>
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<td>OSR Financial Reporting Group</td>
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<tr>
<td>Accounts Receivable</td>
<td>Accounts Receivable &gt; Receivables Update &gt; Request Receivables Update</td>
<td>ARUPDATE</td>
<td>Automated/ OSR Financial Reporting Group</td>
</tr>
<tr>
<td>Deposits</td>
<td>Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit</td>
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<td>OSR Cash Management Group</td>
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<td>Request Receivables Update</td>
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