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

Proposal and Award Process Flow

OSR RR

OSR DATA MANAGEMENT

1. Generate Award Process (With Pre-Award Spending)
2. Generate Award - Final

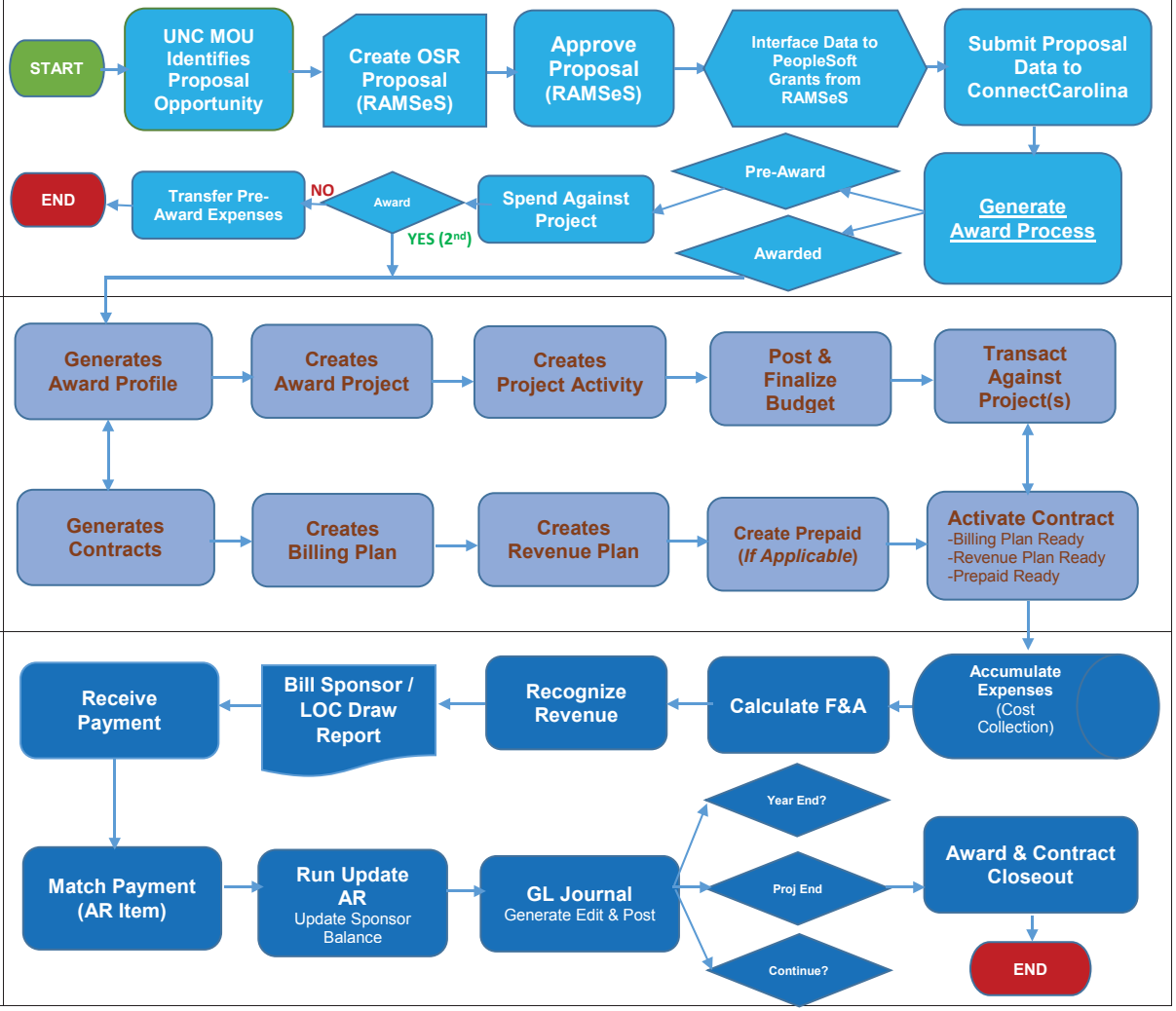
OSR FINANCIAL REPORTING & OSR DATA MANAGEMENT

1. Award Profile
2. Award Project & Activity
3. Contracts

OSR FINANCIAL REPORTING (AUTOMATED PROCESS)

1. Collect Cost
2. Calculate Indirect Cost (IDC)
3. Bill/Invoice Sponsor
4. Receive and Match Payment
5. Post GL Entries
6. Closeout Processes
   - --Project Activity
   - --Project
   - --Billing and Revenue Plan
   - --Contract

OSR PROPOSAL AND AWARD PROCESS FLOW



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

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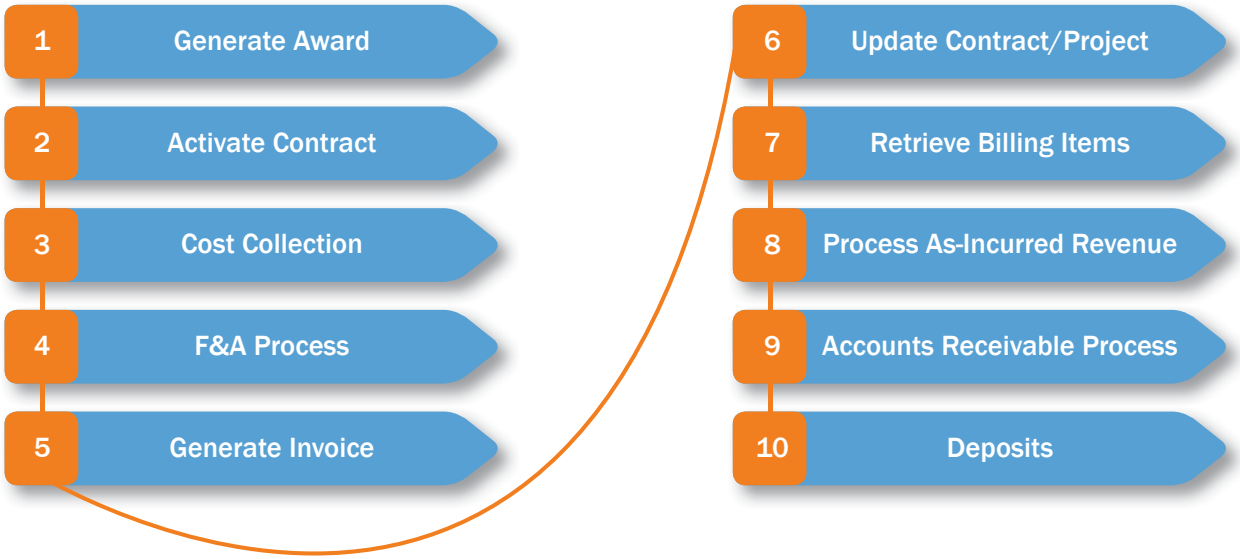
Process Overview



	Processing Step	Navigation	Job Name	Performer
1	**Generate Award**			
	Generate Award	Grants > Proposals > Generate Award		OSR Data Management Group
	Set Up Award Profile	Grants > Awards > Award Profile		OSR Data Management Group
	Set Up Project	Grants > Awards > Project		OSR Data Management Group
	Set Up Project Activity	Grants > Awards > Project Activity		OSR Data Management Group
	Set Up Project Budgets	Grants > Awards > Project Budgets		OSR Data Management Group
	View Transaction List	Project Costing > Transaction Definitions Transaction List		OSR Data Management Group
2	**Activate Contract**	Customer Contracts > Create and Amend > General Information		OSR Data Management Group
3	**Cost Collection Process**			
	Purchasing	Project Costing > Cost Collection > Purchasing	PC_PO_TO_PC	
	Purchasing Adjustments	Project Costing > Cost Collection > Purchasing Adjustments	PO_ADJUST	
	General Ledger	Project Costing > Cost Collection > General Ledger	PC_GL_TO_PC	
	Accounts Payable	Project Costing > Cost Collection > Payables	PC_AP_TO_PC	
	Time and Labor	Project Costing > Cost Collection > Time and Labor	PC_TL_TO_PC	
	Student Financials	Project Costing > Cost Collection > Time and Labor	tbd	

	Processing Step	Navigation	Job Name	Performer
4	**F & A Process**	Grants > Awards > Process Facilities Admin	GM_GMFACS	Automated/OSR Financial Reporting Group
5	**Generate Invoice Process**			
	Process as Incurred Billing	Customer Contracts > Schedule and Process Billing > Process as Incurred Billing	CA_BI_INTFC	OSR Financial Reporting Group
	Process Other Billing Methods (Pre-Paid/Fixed Price)	Customer Contracts > Schedule and Process Billing > Process as Other Billing Methods	CA_BI_INTFC	OSR Financial Reporting Group
	Process Billing Interface	Billing > Interface Transactions > Process Billing Interfaces	BIIF0001	OSR Financial Reporting Group
	Update Billing Worksheet	Billing > Manage Billing Worksheet > Update Billing Worksheet		OSR Financial Reporting Group
	Single Action Invoice	Billing > Generate Invoices > Non-Consolidated > Single Action Invoice	BIJOBx3K	OSR Financial Reporting Group
6	**Update Contracts-Project Data**	Billing > Generate Invoices > Utilities > Update Contract/Projects Data	BIPCC0000	OSR Financial Reporting Group
7	**Retrieve Billing Items**	Project Costing > Revenue Collection > Retrieve Billing Items	PC_BI_TO_PC	OSR Financial Reporting Group
8	**Revenue Recognition**		PSA_ACCTGGL	OSR Financial Reporting Group
	Process as Incurred Revenue	Customer Contracts > Schedule and Process Revenue > Process as Incurred Revenue		
	Process Fixed Fee Revenue	Customer Contracts > Schedule and Process Revenue > Process as Fixed Fee Revenue		
	Process Deferred Revenue	Customer Contracts > Schedule and Process Revenue > Process as Deferred Revenue		
9	**Accounts Receivable**			
	Request Receivables Update	Accounts Receivable > Receivables Update > Request Receivables Update	ARUPDATE	Automated/ OSR Financial Reporting Group
10	**Deposits**			
	Deposits	Accounts Receivable > Payments > Online Payments > Regular Deposit		OSR Cash Management Group
	Request Receivables Update	Accounts Receivable > Receivables Update > Request Receivables Update	ARUPDATE	OSR Cash Management Group