



Award arrives via email, sponsor electronic portal or USPS

Award downloaded by Clerk, identified utilizing database for matching with appropriate file

Clerk pulls file and forward to the appropriate Award Administrator

Award Administrator initiates award in JGAMS and conducts a quick review to identify awarded amount, period of performance, special/problematic terms and evaluates if documentation or approvals are needed

Award file routed to Award Clerk for data entry and budget set up in GAMS, generates requests for PIAA, MOIU and Compliance approvals as needed

Award file back to Award Administrator for thorough review and negotiation of terms with sponsor as necessary. Finalizes award details and package for Director acceptance and signature

Award file to Director for Signature and Obligation in GAMS unless a 1st EX

**If 1st ex**  
File routed to Award Clerk for preparation and mailing to sponsor for signature

Award file to 1st ex drawer until fully signed document is returned

Full Ex arrives, matched with file and returned to administrator for award completion set up

Full Ex Award file to Director for Obligation in GAMS

Award file to Clerk for preparation and electronic routing to Controller's office

File to Account estab. Drawer awaiting Controller's Office assignment of Peoplesoft account

Controller's Office notification arrives, file to Clerk for Data entry of account numbers

Award Data Verification Process

**If subcontracts** file to Award Administrator to initiate Subcontract Process

**If no Subs.** to File Cabinet until further actions received

Award Hard Filed.

Award Workflow Chart