

## Proposal tracking and notification procedures

The University of Alaska Anchorage Office of Sponsored Programs (OSP) will notify Principal Investigators and the units' research administration hubs/fiscal staff at key points of the:

- A. **Pre-award process.** The pre-award assistant director will send
1. An E-mail confirmation when a Proposal package with **a fully signed proposal transmittal form (PTF)** is received. The e-mail will identify the designated pre-award point of contact for this proposal, i.e., the OSP staff member that will review and process the proposal.
  2. An E-mail alert that a Proposal package is received **but is lacking a fully signed PTF**
  3. A ready to submit notification
    - a. Ask the PI to authorize the submission. **OSP will not submit without the authorization.**
    - b. Authorize PI/Hub to submit
  4. Submission receipt – executed and signed PTF
- B. **Post-award process.**
1. The OSP director will send an E-mail notification that an award/fully signed assumption of liability form is received.
  2. The post-award staff assigned by the OSP director to do the Banner entry will send an E-mail notification that the Banner account is set up.

### *Implementation:*

- The notifications A.1, A.2, A.4 and B.1, and B.2 must be sent within one business day.
- The ready to submit notification A.3 must be sent immediately, i.e., as soon as the pre-award assistant director determines that the proposal is ready to submit.