

# Q1. What is the new process for a flow through award without automatic carryforward?

## I. About the New Process

A. Flow through awards without automatic carryforward will now have **one Award ID for the entire award**. (Historically, each award year had required a new Incremental Funding Proposal and Award ID.)

B. Subsequent award years also now require a **Continuation** rather than a new Incremental Funding Proposal.

C. Target audience: Any member of the research community involved in the application for and management of flow through awards without automatic carryforward.

## II. Acronyms/Abbreviations

- AOR/ASO/SO: Authorized Organizational Representative/Authorized Signing Official/Signing Official
- CF: Carryforward
- CGMS: CPRIT Grants Management System
- CPRIT: Cancer Prevention Institute of Texas
- FLW: Flow Through Application/Award
- FFR: Federal Financial Report
- FSR: Financial Status Report
- NIH: National Institutes of Health
- PI/Dept: Principal Investigator/Department (Research Department at UT Southwestern)
- SN: ServiceNow
- SPA: UT Southwestern Sponsored Programs Administration

## III. Key Players and their Roles

- PI/UT Southwestern Managing Department (Dept)
  - Initiate and complete Flow Through proposal in eGrants.
  - Initiate Carryover/Carryforward modification in eGrants.
  - Communicate with SPA regarding questions/issues/revisions.
- Office of Sponsored Programs Administration (SPA)
  - Request new budget breakdown from Dept/PI.
  - Review/process Flow Through proposal in eGrants.
  - Review/process Carryover/Carryforward modification in eGrants.
  - Perform C/F of funds in PeopleSoft.
  - Resolve ServiceNow ticket.
  - Communicate with Department/PI to assist with questions/issues/revisions.

## IV. How the new process benefits the Research Community

- Grant administrators find it easier to manage when there is no need for multiple award ID's.
- Budget information for all years will reside in one award.
- Administrative burden eased by creating a continuation for each subsequent year.

## V. Guidance by Process

### A. Flow Through Proposal Submission in eGrants

- Process
  - PI/Dept: Determine if the flow through is a *gift* or *grant*. For grants, submission will reside with SPA.
  - PI/Dept: Initiate the Flow Through or Back-In Flow Through proposal type in eGrants
  - PI/Dept: Complete eGrants funding proposal (identify personnel, provide compliance approval status, budget, budget justification, subawards)

- PI/Dept: Upload all applicable attachments on page 19.0 Research Related Attachments.
- PI/Dept: Complete budget per the Budget Creation process below.
- PI/Dept: Address requested changes/edits from SPA Proposal Analyst and return proposal to SPA.
- PI: Review final proposal and complete PI Assurances.
- SPA Proposal Analyst: Submit proposal for AOR review and approval.
- AOR/ASO/SO: Approve and/or submit to sponsor.

## **B. Budget(s) Creation**

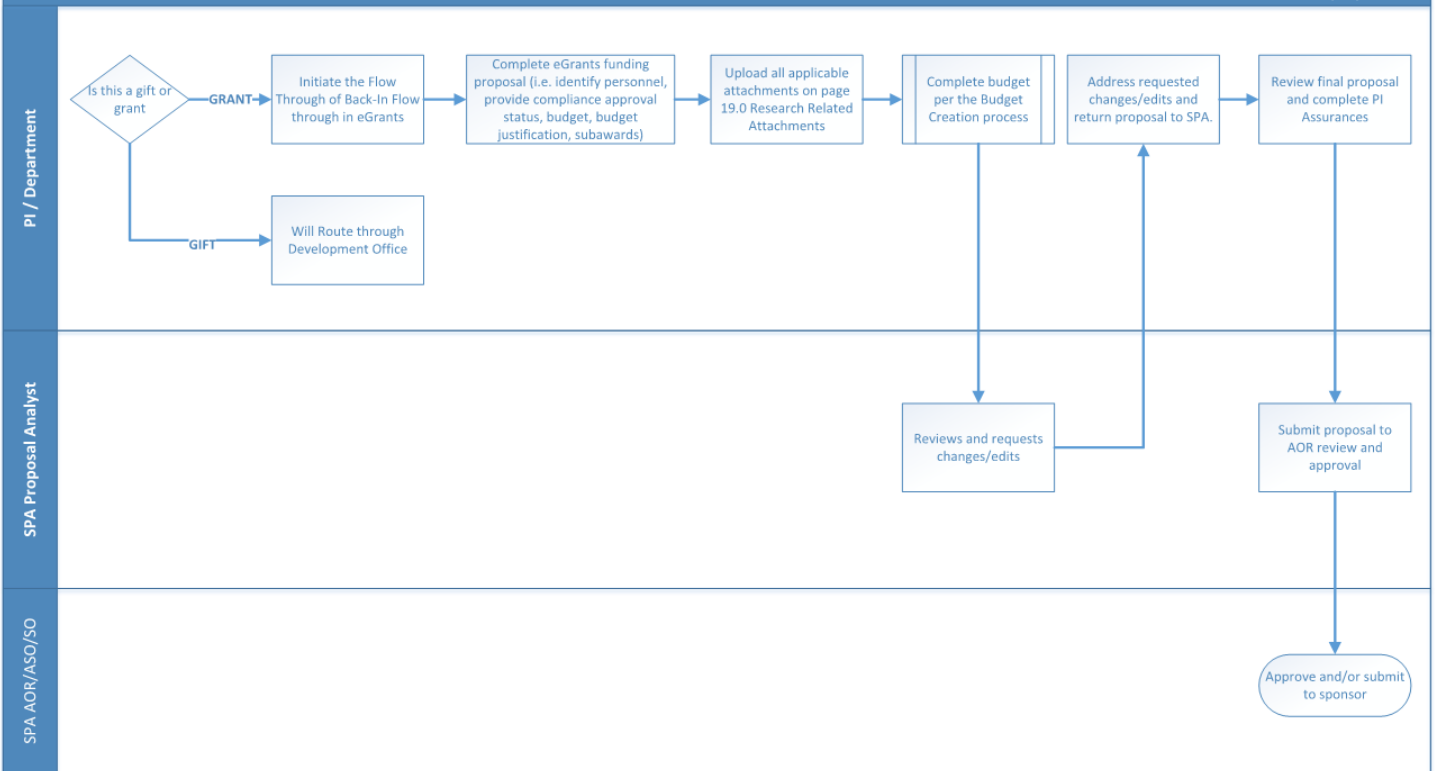
### **o Process**

- PI/Dept: After selecting “**Finish**,” you will be returned to the funding proposal workspace.
- PI/Dept: Rename the default budget to “**Year One**” and provide a response for all remaining sections.
- PI/Dept: While the proposal is in draft state, additional budgets can be added by selecting the “**Create**” budget activity. Add a new budget for each year of the flow through proposal.
- PI/Dept: Create a budget for each subsequent year of the award - you will be prompted to name these budgets. Name them according to the budget year (year one, year two, etc.).
- PI/Dept: Return to the funding proposal workspace to continue adding information for subsequent year budgets.
- SPA Proposal Analyst: Review Flow Through proposal and budget summary. Request changes as applicable.
- PI/Dept: Return to Flow Through Proposal Submission in eGrants process above.

**Process Maps: (below)**

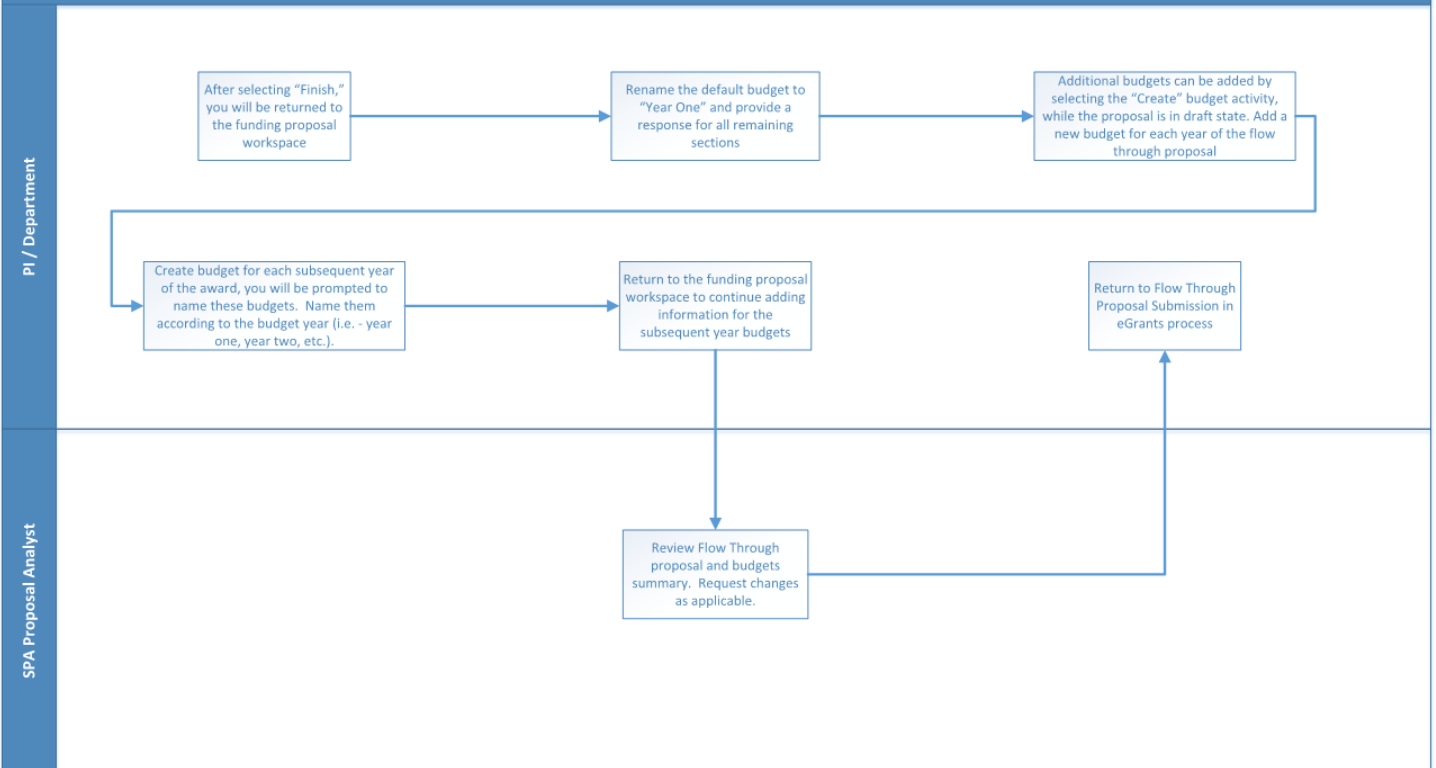
## Flow Through Awards without Automatic Carryforward

2/24/2022 v1



## Budget Creation

2/24/2022 v1



**Taleo Module: Updated Process of Flow Through awards without Automatic Carryforward**