

Handouts - Improving Turnaround Time in a Sponsored Programs Office

April 7, 2009 NCURA Region VI/VII

- Ad-hoc Process Tools
 1. New Account Review Tracking (Excel template)
 2. Original Setup Checklist (Word document)
 3. New Account Setup Instructions (Excel Workbook) *
 4. Monthly Scorecard - Award Acceptance to Account Establishment (Excel Template) *
- VSA Process Tools
 5. Prioritization Schedule for Proposals & Awards (Word document)
 6. Industry budget worksheet for performance-based contracts (Excel template)
 7. VSA Setup Turnaround Tracking (Excel Workbook)*
 8. Daily Planning Time Calculator (Excel template) *

Contract #	Project #	Count of Projects	Award Generated Date	Award generated by	Snr Officer	Account Name	Team#	Put on Temp Tree Date	Ready to Review Date	1st Review Date	2nd Review Date	3rd Review date	4th Review Date	Tot # of reviews	Approved date	No. of Cal Days to Complete	New Award Needed?	Reason for Disapproval	Comments
CSR200012	215782	1	2/24/2005	Name	Name	Name	2		3/4/2005	?	4/29/2005	5/4/2005		3	5/4/2005	69.00	no	Award type, costshare activity dept id; future year projects needs budgets and activity fields filled in.	Discussed with Name on 4/29/05; Discrepancy between Award PI and Prject PI / Co-PI needs to be resolved.
CSR200630	215705	1	2/11/2005	Name	Name	Name	1		3/10/2005	3/11/2005	3/14/2005			2	3/14/2005	31.00	no	Costshare Activity setup dept ID, award ref number	No security access 04/08/05
CSR200658	215759	1	2/11/2005	Name	Name	Name	1		3/11/2005	3/25/2005	4/6/2005			2	4/6/2005	54.00	No	Award Type, Projct Team	
CSR200442	215859	1	3/18/2005	Name	Name	Name	2		3/23/2005	3/25/2005	4/12/2005	4/13/2005		3	4/13/2005	26.00	No	Award type; Salary Cap; Activity setups & budget field blanks on future year projects	
CSR200709	215841	1	3/11/2005	Name	Name	Name	6		3/23/2005	3/25/2005	4/4/2005			2	4/4/2005	24.00	No	Award Type; Project type; Project team; budget categories	Setup request originally sent to Name, rather than Name
CSR200011	215804	1	2/24/2005	Name	Name	Name	2		3/25/2005	3/25/2005				1	3/25/2005	29.00	No	Conditionally approved. PI change detail missing; activity, budget field blanks need to be filled in for future years.	
CSR200014	215791	1	2/24/2005	Name	Name	Name	2		3/25/2005	3/25/2005				1	3/25/2005	29.00	No	Conditional Approval for this project; future year projects need activity and budget balkns filled in; PI change detail missing	
CSR200020	215798	1	2/24/2005	Name	Name	Name	2		3/25/2005	3/25/2005	4/21/2005			2	4/21/2005	56.00	No	PI change detail missing, Salary cap missing; activity and budget field blanks need to be completed for future year projects	Future year projects also completed 215798, 799, 800, 801, 802.
CSR200113	215853	1	3/10/2005	Name	Name	Name	5		3/25/2005	3/25/2005	4/5/2005	4/11/2005		3	4/11/2005	32.00	No*	Project Team not setup; Activity User Fields blank; budget categories blank; Burden plan; Conditional approval - Proj Mgr Role missing	* Originally denied due to subdivision; took over a week to resolve the current subdivision ownership of the PI which was different/incorrect in JAMIS.Resolved April 5, 2005..
CSR200619	215693	1	3/9/2005	Name	Name	Name	4	3/9/2005	3/25/2005	3/25/2005	4/4/2005	4/5/2005		3	4/5/2005	27.00	No	Award Type, Proj Team, Proj type, Activity Setups, budget categories	
CSR200674	215776	1	2/24/2005	Name	Name	Name	2		3/25/2005	3/25/2005				1	3/25/2005	29.00	No	Conditionally approved; activity, budget field blanks need to be filled in for future years.	
CSR200706	215834	1	3/4/2005	Name	Name	Name	5		3/25/2005	3/25/2005	4/6/2005	4/14/2005		3	4/14/2005	41.00	No	Award Type, Proj Team, Proj type, Proj Manager, Activity Setups, budget categories	
CSR200733	215870	1	3/24/2005	Name	Name	Name	3		3/25/2005	3/25/2005	3/28/2005			2	3/28/2005	4.00	no	Award type; Project team; budget categories	This was setup by Name in Name's absence
CSR200107	215107	1	3/31/2005	Name	Name	Name	4	3/31/2005	4/4/2005	4/4/2005	4/4/2005			2	4/4/2005	4.00	No	Budget res types blank; wrong Act. User 3 field	
CSR200739	215876	1	3/29/2005	Name	Name	Name	6	4/1/2005	4/4/2005	4/4/2005	4/6/2005			2	4/6/2005	8.00	No	Activity user fields blank; budget categories blank; burden plan not at Activity level	Replacement Award for CSR200617(wrong subdivision)
CSR200747	215884	1	3/31/2005	Name	Name	Name	3	4/4/2005	4/4/2005	4/5/2005	4/6/2005	4/7/2005		3	4/7/2005	7.00	No	Project Manager, Project Type, Activity User 3 wrong;	Replacement Award for CSR200710 (wrong subdivision)
CSR200737	215874	1	3/29/2005	Name	Name	Name	3		4/5/2005	4/5/2005	4/6/2005	4/7/2005		3	4/7/2005	9.00	No	Wrong Project Type; Project manager role blank	Replacment for CSR200677
CSR200742	215879	1	3/31/2005	Name	Name	Name	6		4/5/2005	4/5/2005				1	4/5/2005	5.00	No		
CSR200422	215739	1	4/6/2005	Name	Name	Name	3		4/6/2005	4/6/2005	4/7/2005	4/8/2005	4/11/2005	4	4/11/2005	5.00	No	Project Team incomplete,blanks in Budgets; email note from NIH re correction of NOGA start date not attached	At 4th review, Project Team and Budget Seq 2 still not completed even though specifically documented on first review. Met with Socorro and watched her make the updates.
CSR200592	215840	1	3/8/2005	Name	Name	Name	2	4/1/2005	4/6/2005	4/7/2005				1	4/7/2005	30.00	No	Conditional Approval; Salary Cap filled in when NOT needed	Not placed on perm tree until 4/19
CSR200736	215873	1	4/1/2005	Name	Name	Name	6	4/4/2005	4/6/2005	4/6/2005	4/7/2005			2	4/7/2005	6.00	No	Project Team incomplete,blanks in Budgets; Burden plan missing at Activity level	Not placed on perm tree until 4/19
CSR200752	215889	1	4/7/2005	Name	Name	Name	3	4/7/2005	4/11/2005	4/11/2005	4/12/2005	4/13/2005		3	4/13/2005	6.00	no	IRB # missing, Proj Mgr Role blank; wrong dept ID on costshare; costshare budget seq 2 not sent to KK	Conditional approval due to lack of IRB numbers being inserted in Comments
CSR200755	215892	1	4/7/2005	Name	Name	Name	6	4/8/2005	4/11/2005	4/11/2005	4/12/2005	4/13/2005		3	4/13/2005	6.00	No	Flow-thru, Award Type, Attachments missing, Sal Cap missing	Conditionally approved-needs an additional Award comment to explain: Replaces Proj # 215047 (????)
CSR200753	215890	1	4/7/2005	Name	Name	Name	3	4/7/2005	4/12/2005	4/12/2005	4/14/2005			2	4/14/2005	7.00	no	Proj Mgr role blank; references to why a new contract /project was set up for a NCC was not clearly explained, cross references to old #'s don't tie out.	Comments say that new contract & project set-up was directed by Annie due to NIH regulations. Proj 215720 setup in error and being replaced by this Project
CSR200750	215887	1	4/14/2005	Name	Name	Name	6	4/14/2005	4/14/2005	4/14/2005	4/15/2005			2	4/15/2005	1.00	No	Award Terms, Award Type, Spon Ref #, Budget Categories	
CSR200756	215893	1	4/11/2005	Name	Name	Name	3		4/14/2005	4/15/2005				1	4/18/2005	7.00	No	questions re startup budget; Sal Cap s/n/b entered	
CSR200717	215849	1	3/11/2005	Name	Name	Name	1		4/15/2005	4/18/2005	4/19/2005			2	4/19/2005	39.00	No	Co-PI not listed, budget set-up questions (internally funded, "real" budget created for cost sharing activity)	Co-PI not able to be saved on Award Profile?
CSR200759	215897	1	4/18/2005	Name	Name	Name	5	4/19/2005	4/19/2005	4/20/2005	4/21/2005	4/22/2005		3	4/22/2005	4.00	No	Proj Mgr Role, Sal Cap not needed, Proj Budget issue (internally funded); budget category blank	
CSR200031	215032	1	4/8/2005	Name	Name	Name	4	4/19/2005	4/21/2005	4/25/2005	4/25/2005			2	4/25/2005	17.00	No	Burden plan for costshare activity blank	
CSR200368	215377	1	4/13/2005	Name	Name	Name	4		4/21/2005	4/21/2005	4/22/2005			2	4/22/2005	9.00	No	No attachments; "real" budget in costshare activity, burden plans for costshare activity	Conditionally approved-needs a stray email removed
CSR200522	215548	1	3/8/2005	Name	Name	Name	2		4/21/2005	4/25/2005	4/26/2005			2	4/26/2005	49.00	No	Costshare budget not lowered to \$1, burden plan set at Project level and Activity level	Sent setup reminder 04/20/05
CSR215740	215877	1	4/14/2005	Name	Name	Name	4	4/20/2005	4/22/2005	4/22/2005				1	4/22/2005	8.00	No		
CSR200622	215696	1	4/12/2005	Name	Name	Name	2		4/26/2005	4/26/2005	4/29/2005			2	4/29/2005	17.00	No	Co-PI not in system; IDC calculation on budget, wrong Contract type Act User 3	Sent setup reminder 04/20/05
CSR200755	215916	1	4/26/2005	Name	Name	Name	6	4/26/2005	4/27/2005	4/28/2005	4/28/2005			2	4/28/2005	2.00	No	Co-PI name blank; No administrators on Proj Team; Resource categories blank in budget	Conditionally approved, one Co-PI's name and Emplid are not saving correctly in the Award Profile
20.50 Average number of calendar days to set up																			

Officer(s) _____ Accountant _____ Review Date _____

Contract # CSR _____

Project # _____

PI _____ New PI ? Yes/No

___ If Yes, we certify that PI was added to PI subdivision list, and that Department ID was reviewed at the Proposal stage PRIOR to generation of Award.

PRIMARY CERTIFICATION – MANDATORY.

If the Sold-To Customer or the Department ID are incorrect, the Contract and Project numbers must be re-issued.

Grants Module Review: AWARD PROFILE TAB

Sponsor Name _____

___ We certify that the SPONSOR (Sold-To Customer) matches the Contract or Notice of Award. CROs or Consortium partners have been listed in Award Profile Comments “OTHER”

Project Module Review: PROJECT DEPARTMENT TAB

SUBDIVISION DEPT ID _____ Description _____

___ We certify that the Department ID matches the approved Dept ID per the PI Subdivision list

AWARD REVIEW

I. Award Profile Tab

___ Reference Award # matches the Contract or NOGA. (If no # has been assigned by Sponsor, write “NONE” in field.

___ Award PI is correct

___ Co-PIs are all listed. Number of Co-PIs: _____ (matches the Co-PIs on the Project _ Team).

___ Short title and ___ Long title have been proofread. All KEY WORDS (i.e. drug names or scientific terms) are spelled correctly.

___ CFDA# correct (Mandatory for all federally-sponsored assistance). For federal acquisition contracts which are not subject to the CFDA program, write “None”.)

___ Award Start and End Dates are correct

___ Award Type is correct per Job Aid

___ Award Purpose is correct

___ Flow-through detail –all Flow-Through fields have been completed

II. Award Funding Tab

___ Total Award Amount matches the Contract or NOGA

___ Award Funding Detail Period Dates match the NOGA

___ Award Funding Detail Funded Amount(s) match the NOGA

___ Award Modifications (if used at startup) match the Revised NOGA

III. Certification Tab IRB/IACUC

___ Required fields are completed. IRB/IACUC approval # has been listed in the Comments field.

III. Award Terms Tab

- _ Both Sponsor and CSMC terms & conditions are listed per the Terms and Conditions Job Aid.
- _ For Federal awards, "SAL CAP" is mandatory. Dollar amount to be enforced must be listed.
- _ If Sponsor does NOT allow F&A, "F&A -N" is mandatory. Field comments or Notepad can be used to describe costshare arrangements (if any).
- _ If Sponsor requires prior approval for carry forward "CForward" is mandatory.
- _ If Sponsor requires prior approval for rebudgeting, "PRIOR" is mandatory.
- _ Contract page #'s are listed for complex/nonstandard terms that cannot be summarized easily.

IV. Milestones Tab

- _ Admin Reports milestone is entered. If no reports required, write "NONE" in the description
- _ Financial Reports milestone is entered. If no reports required, write "NONE" in the description
- _ Payment milestone is entered. Indicates LOC billing (if applicable) or other payment terms. For Internal awards, describe 1st funding payment amount and source (project #).

IV. Notepad Tab

Important note – first Notepad comment (User ID and Date/time stamp of award generation) must be left intact.

- _ Additional Notepad comments have been used to explain any special circumstances (Change of PI, Change of F&A rate, special costsharing requirements, special permissions obtained, unusual delays in contract execution, unusual termination or closeout situations, etc.

PROJECT & ACTIVITY REVIEW

I. Projects General Tab

- _ **Project Descriptions** have been proofread. All KEY WORDS (i.e. drug names or scientific terms) are spelled correctly.
- _ **Project Type** is correct and corresponds with the Award Purpose.
- _ **Project Status** is set to **Open**
- _ **Project Status Start** and **End Dates** correspond to Contract or NOGA.
- _ **Project Team** contains required roles:
 _ PI _ Accountant _ Grant Officer _ PFM _ Dept Chair _ SVP and other(s)
 if applicable: _ Co-PI(s) _ Div. Dir. _ Serv. Line Mgr.
- _ **Email addresses** have been entered and are spelled correctly for all required roles.
- _ **PI employment status** is correct (i.e., if not an "employee" has been edited to correct status)

II. Project Manager Tab

- _ **PI Role** field is complete

III. Project User Tab

- _ **Project User Fields:** For *new* projects added to *converted contracts*, User Fields #1, #2, #3 have been filled in with the corresponding information copied from the most recent JAMIS converted Project ID for the Contract.

IV. Project Attachments Tab

- _ **Attachments:** all required attachments have been successfully uploaded, and are appropriately labeled per the naming conventions in the Attachments Job Aid.

___ **NIH PI Assurance** has been signed in ink by the PI (applies to ALL NIH prime or subawards).

___ **SOFI** (Statement of Financial Interest, a.k.a. Conflict of Interest) forms: **We certify** that the form(s) contain the names of all required parties, are signed by each party, and that the Checkboxes are complete for each person. **If any portion of SOFI is incomplete, Project will be put on HOLD until SOFI is completed.**

V. ACTIVITIES Tabs

The following reviews should be completed for all activities numbered 0 - 8:

Activity Number(s) _____

A. Activity Details Tab

___ **Status** has been set to **Active**

___ **Activity type*** is correct and corresponds to the prime funding source

___ **Faculty Commitment** is completed with EmplID, dates, and percent effort.

For faculty, matches the effort listed in the approved sponsor budget.

B. Activity F&A Rates Tab

___ **F&A Rate Type** is correct

___ **F&A Rate Info: Rate lines (Institution, Sponsor and Funded)** contain the correct rates/bases and match the rate/base in the approved budget per the Contract or NOGA.

C. Activity Rates Tab

___ **Burden Plan** contains the correct fringe and F&A rates per the Contract or NOGA

___ **Burden Plan** choice of "Billable" vs. "Non-Billable" corresponds to the Sponsor's terms and conditions (i.e. cost-reimbursable vs. performance-based). See Burden Plan matrix Job Aid.

D. Activity User Fields Tab

___ **Department** matches the Dept ID used in the Project Department tab

___ **Fund Code** is 97 (will be changed to 17 once setup is complete)

___ **Contract Type*** (User 3) corresponds to the type of sponsor (federal, non-profit, industry or internal), prime or subcontract status, and billing conditions (cost-reimbursable or performance based)

___ **Salary Cap** (Amount 1) corresponds to the dollar amount listed in the Award Profile Terms and Conditions. (REQUIRED for all Federal Activities.)

___ **User Currency** is set to USD (US Dollars).

Costshare (9) Activity Tabs

The following review should be completed for the "9" Activity"

E. Activity Details Tab

___ **Status** has been set to **Active**

___ **Activity type*** is **CSTSH** (Costshare)

___ **Faculty Commitment** is completed with EmplID, dates, and percent effort.

For faculty, matches the effort listed on the attached Salary Costshare Form.

F. Activity F&A Rates Tab

_ **F&A Rate Type** is FND

_ **F&A Rate Info: Rate lines (Institution, Sponsor and Funded)** are set to **25% TDC**. For federal awards, base can be set to match Sponsor (i.e, MTDC).

G. Activity Rates Tab

_ **Burden Plan** is set to the appropriate cost-share type (e.g. NO-BIL or similar)

H. Activity User Fields Tab

_ **Department** contains the correct Costsharing Dept ID (i.e. 802081)

_ **Fund Code** is 97 (will be changed to 17 once setup is complete)

_ **User Currency** is set to USD (US Dollars).

VI. PROJECT BUDGET & COMMITMENT CONTROL

Project Budget: SGC0 and Accountant agree that the Startup Budget (or first period of performance) to be posted to the Project is \$ _____

_ **Project Fund Total** matches the agreed startup budget amount.

_ **Send to KK** and **Finalize** have been completed for the startup budget (sequence #1).

_ **Minimum budget of \$1** has been posted to the costsharing (9) activity.

_ **Budget Analysis Type** used for the Costsharing (9) activity is **CBU**

_ **Internally funded projects only: a minimum budget of \$1** has been posted to the "0" activity.

Do not delete future or costshare budget lines which were populated during the Award Generation process (unless completely incorrect). Edit budget lines as appropriate being sure to complete all required fields. The following review should be completed for ALL budget sequences:

_ **Total Sponsor Budget** equals the **Period Funded Amount**.

_ **Period Funded Amount** equals the **Award Funding Detail Funded Amount** for the same Sequence(s).

_ **Budget line** items match the attached budget (or as included in Contract or NOGA).

_ **Direct Cost and F&A** breakdowns are correct on ALL budget sequences

_ **Budget Categories & Subcategories** are completed and correct on ALL budget sequences.

We certify that no fields have been left blank.

_ **Resource Types** are completed and correct on ALL budget sequences.

We certify that no fields have been left blank.

_ **General Ledger Detail Account** field uses **ALL_ACCTS** for all budget lines

_ **Dept IDs** are completed and match the Project Department Dept ID on ALL budget sequences for Activities 0-8.

_ **Dept ID** is 802081 on ALL Activity 9 (costsharing) budget sequences.

Cedars-Sinai Monthly Scorecard

Measure	Previous Months														
	Current Month	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
Establishing Accounts	0.00	39.33	21.79	22.08	17.91	22.93	17.37	27.07	6.33	11.27	9.47	10.38	15.43	9.91	8.88

Data Entry

Award #	Date Award Rec'd by SRFA (a)	Dependencies			Date received by Setup Team	System Entry Date (b)	# of Days to Enter (c=b-a)	Contract ID#	No. of associated Project IDs	Award #	Award Name
		IRB/IACUC not rec'd until (Date)	Revised Budget not rec'd until (Date)	Misc. other documents not rec'd until (Date)							
Award #1	30-Dec				30-Dec	5-Jan	6	CSR202667	1 INT	218048	Dr. Y
Award #2	24-Dec				5-Jan	6-Jan	13	CSR202597	1 IND	218204	Dr. K
Award #3	24-Dec				5-Jan	7-Jan	14	CSR202532	1 EXT	218201	Dr. F
Award #4	18-Dec			8-Jan	29-Dec	8-Jan	21 **	CSR202245	1 EXT	218033	Dr. K
Award #5	5-Jan				5-Jan	8-Jan	3	CSR202670	1 INT	218010	Dr. M
Award #6	2-Jan				6-Jan	8-Jan	6	CSR202529	1 IND	218167	Dr. C
Award #7	31-Dec				5-Jan	8-Jan	8	CSR202560	1 IND	217791	Dr. W
Award #8	5-Jan				5-Jan	8-Jan	3	CSR202671	1 INT	217577	Dr. C
Award #9	23-Dec				8-Jan	15-Jan	23 ***	CSR202662	1 EXT	218260	Dr. L
Award #10	6-Jan				13-Jan	15-Jan	9	CSR202601	1 IND	218191	Dr. R
Award #11	9-Jan				13-Jan	15-Jan	6	CSR202571	1 IND	218157	Dr. A
Award #12	13-Jan				13-Jan	16-Jan	3	CSR202623	1 IND	218217	Dr. K
Award #13	20-Jan				21-Jan	23-Jan	3	CSR202437	1 IND	218011	Dr. K
Award #14	20-Jan				21-Jan	26-Jan	6	CSR202702	1 IND	218307	Dr. B
Award #15	15-Jan				22-Jan	26-Jan	11	CSR202704	1 IND	218310	Dr. P
Award #16	23-Jan				23-Jan	27-Jan	4	CSR202705	1 INT	218311	Dr. L
Award #17	13-Jan				23-Jan	26-Jan	13	CSR202570	1 IND	218156	Dr. B
Award #18	23-Jan				23-Jan	27-Jan	4	CSR202707	1 INT	218313	Dr. M
Award #19	9-Jan				23-Jan	27-Jan	18	CSR202706	1 EXT	218312	Dr. T
Award #20	16-Jan				21-Jan	26-Jan	10	CSR202700	1 IND	218303	Dr. V
Award #21	23-Jan				27-Jan	30-Jan	7	CSR202602	1 IND	218192	Dr. P
Award #22	8-Jan				13-Jan	16-Jan	8	CSR202281	1 EXT	217834	Dr. B
Award #23	12-Jan				16-Jan	21-Jan	9	CSR202443	1 IND	218017	Dr. G
Award #24	13-Jan				15-Jan	21-Jan	8	CSR202688	1 IND	218288	Dr. S
Award #25	16-Jan				21-Jan	23-Jan	7	CSR202065	1 EXT	217563	Dr. G
Award #26	15-Jan				20-Jan	23-Jan	8	CSR202512	1 IND	218095	Dr. K

**GCO Completed Review 01/08/09

*** Holiday Down Time

Combined Overall Average 8.88

Category Averages

INTERNAL AWARDS 4.00

EXTERNAL AWARDS (FED, LOCAL GOVT & NONPRC) 15.17

INDUSTRY AWARDS 8.00

System Entry Date= Date completed/entered on External Security Tree

Dependencies - Setup unable to be begun or completed due to additional or revised documents needed from PI or Sponsor:

IRB/IACUC - lack of an approved protocol prevents award acceptance or startup

Revised Budget - Sponsor has reduced the level of funding and a revised Budget must be completed (and/or submitted to Sponsor) in order to enter the Budget into PeopleSoft.

Cedars-Sinai Monthly Scorecard

Measure	Current Month	Previous Months	
---------	---------------	-----------------	--

Miscellaneous Other Documents - e.g. Scope of Work, new Subcontract approval, change of Key Personnel or PI, is required before award can be accepted or setup can begin.

IF(

Newly received external awards and industry contracts, ranked in order from highest to lowest priority)

CATEGORY ONE INCLUDES:

- RUSH requests (including internally funded) as designated by the Grant/Contract Officer
- Federal and non-profit awards (including subcontracts & transfers), which have a retroactive start date, i.e. received late.
- Industry clinical trials.
- Bluebird awards (awards received without prior SRFA review)

Guidance: Category One Federal awards and subawards have priority over non-federal and “bluebird” awards due to federal compliance requirements.

CATEGORY TWO INCLUDES:

- Federal and non-profit awards (including subcontracts & transfers), which have a current award start date, i.e. received on the award start date.
- Industry clinical (data collection, registry etc.), basic or animal research
- New requests for internally funded projects which are current
Special Note: These will almost always begin the entry process as new proposals, since for the most part they are self-generated by the PI or his/her department.

CATEGORY THREE INCLUDES:

- **Newly received awards which have a prospective start date**
(i.e. received a few days before the contractual start date).

CATEGORY FOUR INCLUDES:

- **Submitted proposals**
(i.e. submitted but awaiting sponsor review)
Special note: “Bluebird” awards as described above will be the highest priority for proposal entry, since by definition no formal proposal was submitted through SRFA.

Guidance: In order to be able to give senior management timely reports on proposal submissions, all other proposals should be entered as timely as possible, but no later than 1 month after receipt by the Team. Federal proposals take priority over non-federal proposals.