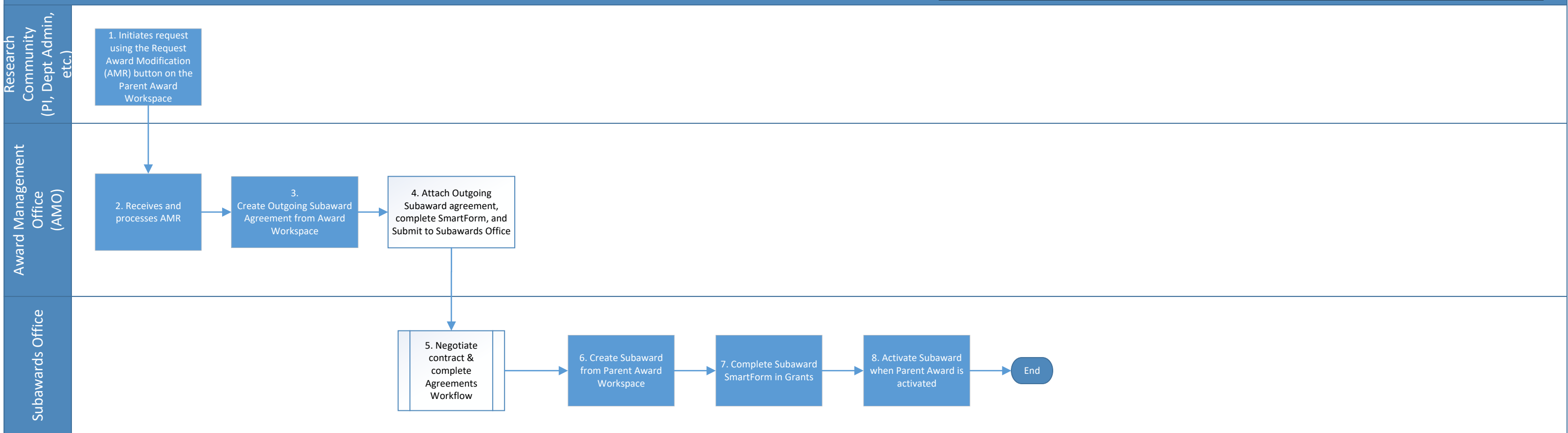


#9a from “Proposal/Award” tab:

The following explains the handoff between the Central Proposal Office (Pre-Award Office), Award Management Office (Post-Award Office), and Contracts Office:

1. Once a proposal is submitted to the sponsor, the proposal is in the “Pending Sponsor Review” state and remains assigned to the Proposal Specialist in the Central Proposal Office.
2. When a proposal is awarded, it will be routed as follows:
 - a. If the Proposal Specialist in the Central Proposal Office receives the award (regardless of whether it is a grant or contract), they will forward it to the Award Mgmt Office. They will determine if it is a grant or contract and if it needs to be routed to the Contracts Office.
 - i. If the award does **not** need to be routed to the Contracts Office, the Award Mgmt Office will proceed with creating the award.
 - ii. If the award does need to be routed to the Contracts Office, see #2c. below.
 - b. If the PI/Department receives the award and it is not a grant, the PI/Department will create an agreement in Huron Agreements and link it to the proposal record in Huron Grants.
 - i. The Contract Manager will process the agreement in Huron Agreements. Once the agreement is Active in Huron Agreements, the Contract Manager will notify Award Mgmt Office that the award is ready to be created in Huron Grants.
 - c. If the Award Specialist in the Award Mgmt Office receives the award and it is not a federal grant, they will forward to the appropriate Contract Manager in the Contracts Office.
 - i. The Contract Manager will create and process the agreement in Huron Agreements. Once the agreement is Active in Huron Agreements, the Contract Manager will notify the Award Mgmt Office the award is ready to be created in Huron Grants.
3. When a proposal is **not** awarded, it will be routed as follows:
 - a. If the Proposal Specialist in the Central Proposal Office receives the decision, they will update the proposal record to the “Not Funded” state.
 - b. If the PI/Department receives the decision, use the “Notify SPO of Grant Status” activity to notify the Assigned Specialist in the Central Proposal Office. The Assigned Specialist will then update the proposal record to the “Not Funded” state.

Huron Grants Outgoing Subaward Management Workflow



Notes:

1. Departments should use the “Award Modification Request” functionality on the parent award to notify the Award Mgmt. Office of outgoing subawards.
2. Incoming subawards are labeled as “Sponsored Research Agreements” in Huron Agreements and are managed by the Contracts Office.