Neubauer Collegium Award Management Software

*Desired capabilities for the first iteration of a system to be rolled-out during Fall 2014*

Pre-Award Functionality

1. Application submission from UChicago faculty (CNet Authentication?)
2. Reviewer comments and scoring (CNet Authentication?)
   * Private/blind during review period
   * Exportable/sharable at conclusion of review period
3. Recommendations for funding are made by Faculty Advisory Board
   * If recommended, applicant uploads/submits revised budget and scope of work
   * If funding is not recommended, application and reviewer comments are archived
4. Formal award notice
   * Email sent to faculty with formal offer (attach contract for signature)
   * Faculty accepts award (signs and uploads contract agreement)

Post-Award Functionality

1. Annual report collection and response
   * Email sent to faculty requesting report
   * Faculty uploads annual report
   * If applicable, faculty submits Change in Project for Approval (see below)
   * Neubauer staff sends formal response to annual report and approve/deny decisions, if applicable
2. Change in Project for Approval (available both mid-year and as part of annual report process)
   * Faculty submits request for one or more of the following:
     + Change in Research Team personnel
     + Revised Scope of Work &/or Budget
     + No-cost Extension
   * Neubauer staff sends approve/deny decisions

Additional Functionality

1. Upload and store additional documents
2. Text box for general staff comments/notes
3. Query on data in fields from application, etc.
4. Export data in fields from application, etc.