

How to Deal with Functions

Shannon Gary

Director, Research Administrative Services

Functions Overview

Functions have been created to assist with processing and tracking of award actions.

Status of Function

- Review the function to determine the current step and review any notes listed prior to reaching out to OCG
- If there are questions reach out to the person responsible for that step

OCG Initiated

- Award Setup
- Monetary Modification
- Subaward Invoice
- General Award Inquiry

Campus Initiated

- Interim Funding
- No Cost Extension
- Subaward Setup
- Subaward Modification
- General Award Inquiry

Award Setup

Award Setup Form

Request ID: 000014024
 Function: Award Setup
 Status: Complete
 Award: 000190145
 Title: RESEARCH FORUM - AWARD SETUP
 Sponsor: U.S. Department of Health and Human Services
 Vendor:
 Award Begin: 09/01/2024
 Award End: 05/31/2029

Principal Investigator: Gary,Shannon
 Research Admin: Hassany,Payam
 Research Accountant: Richard,Beverly J
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 09/05/2024
 Deadline Date: 09/23/2024
 Opt out of PI email alerts: ☐

Documents

Print

History

Approval Steps						Personalize Find
Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Receive notice of intent or award (NOI/NOA)	09/05/2024	09/05/2024	Humphries-Silvas,Michelle Anjanette	Research Grants Office Coord	
2	Generate award wizard	09/05/2024	09/05/2024	West,John Steven	Post-Award Research Admin	
3	Legal review (if applicable) and fully execute award	09/05/2024	09/05/2024	West,John Steven	Post-Award Research Admin	NIH NOA which no signatures are req'd. Move Function to next step. JW
4	Generate cost center(s)	09/05/2024	09/11/2024	Gary,Shannon	Post-Award Research Admin	9/6 Cost center created. Asked department for revised budget Per NOA, total funding for the budget period from 09/01/2024 to 05/31/2025 should be \$551,347.PH.9/10 Received revised budget, waiting for cost center approval to post budget. PH
5	Compliance review (if applicable)	09/11/2024	09/18/2024	Badwan,Sami Giorgio	Research Integrity & Oversight	
6	Post budget to the project cost center and validate award	09/18/2024	09/19/2024	Hassany,Payam	Post-Award Research Admin	9/18 Budget Posted.PH
7	Approve award setup	09/19/2024	09/19/2024	West,John Steven	Supervisor Post Award	09/19-setup Year 1 for the amount of \$551,347 (budget period 09/01/24-05/31/25). JW
8	Generate contract billing plan	09/19/2024	09/19/2024	Richard,Beverly J	Research Accountant	Contract setup entered for Year 1 in the amount of \$551,347 (budget period 09/01/24-05/31/25).
9	Approve contract billing plan	09/19/2024	09/21/2024	Gary,Shannon	Supervisor Financial Area	

- Submit agreements to doraward@central.uh.edu
- Approved transmittal is required to start function
- Budget, budget justification, and scope of work are required
 - If award amount has changed submit the following to the RA:
 - Revised budget & budget justification
 - Confirmation of any changes to SOW
 - Confirmation from PI of acceptance of new award amount
- **Email notifications to PI**
 - Step 1: Function is created
 - Step 9: Setup is completed

Monetary Modification

Monetary Modification

Request ID: 000014041
 Function: Monetary Modification
 Status: Complete
 Award: 112427
 Title: RESEARCH FORUM - MONETARY MODIFICATION
 Sponsor: KBR Wyle Services
 Vendor:
 Award Begin: 09/03/2015
 Award End: 12/05/2024

Principal Investigator: Gary,Shannon
 Research Admin: Hassany,Payam
 Research Accountant: Richard,Beverly J
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 09/05/2024
 Deadline Date: 09/16/2024
 Opt out of PI email alerts: ☐

[Documents](#) [Print](#) [History](#)

Approval Steps [Personalize](#) [Find](#) [2](#)

Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Receive notice of intent or award (NOI/NOA)	09/05/2024	09/05/2024	Humphries-Silvas,Michelle Anjanette	Research Grants Office Coord	
2	Legal review (if applicable) and fully execute award	09/05/2024	09/12/2024	West,John Steven	Post-Award Research Admin	9/5-placed draft in folder pending signatures. JW. 9/11-sent PE to Sponsor pending FE. JW. 9/12-rcvd FE. JW
3	Generate cost center(s) (if applicable)	09/12/2024	09/12/2024	West,John Steven	Post-Award Research Admin	
4	Compliance review (if applicable)	09/12/2024	09/12/2024	West,John Steven	Research Integrity & Oversight	
5	Post budget to the project cost center and validate award	09/12/2024	09/12/2024	Hassany,Payam	Post-Award Research Admin	Please post budget in the amount of \$152,768.00 (Budget Period of 09/05/24 - 09/26/24. 9/12 asked DBAs and PI to provide us revised budget, latest budget reflects \$157,768. PH. 9/12 Received revised budget MOD 31. Budget posted for G0510928. PH
6	Approve monetary modification	09/12/2024	09/13/2024	West,John Steven	Supervisor Post Award	Modification # 31 add budget amount of \$152,768 for budget pending extended thru 09/26/24. JW
7	Update invoice/billing information	09/13/2024	09/13/2024	Richard,Beverly J	Research Accountant	Contract entered for modification # 31 to add budget amount of \$152,768 for budget pending extended thru 09/26/24.
8	Approve invoice/billing information	09/13/2024	09/21/2024	Gary,Shannon	Supervisor Financial Area	

- Submit agreements to doraward@central.uh.edu
- If new funding is awarded, a transmittal is required
- Budget, budget justification, and scope of work are required
 - If award amount has changed submit the following to the RA:
 - Revised budget & budget justification
 - Confirmation of any changes to SOW
 - Confirmation from PI of acceptance of new award amount
- **Email notifications to PI**
 - Step 1: Function is created
 - Step 8: Mod is completed

Subaward Invoice

Sub-Award Invoice

Request ID: 000014018
 Function: Sub-Award Invoice
 Status: Complete
 Award: 000185555
 Title: RESEARCH FORUM - SUBAWARD INVOICE
 Sponsor: University of Illinois at Urbana- Champaign
 Vendor:
 Award Begin: 08/16/2022
 Award End: 06/30/2024

Principal Investigator: Gary,Shannon
 Research Admin: Jordan,Kimberly Maria
 Research Accountant: Gary,Shannon
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 09/05/2024
 Deadline Date: 09/12/2024
 Opt out of PI email alerts: ☐

[Documents](#) [Print](#) [History](#)

Approval Steps [Personalize](#) [Find](#) [?](#)

Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Submit subaward invoice	09/05/2024	09/05/2024	Gary,Shannon	Research Grants Office Coord	
2	Review subaward invoice for completeness and compliance	09/05/2024	09/05/2024	Gary,Shannon	Financial Analyst	
3	Update subaward profile and request PI approval	09/05/2024	09/05/2024	Gary,Shannon	Financial Analyst	
4	Approve subaward invoice request	09/05/2024	09/05/2024	Gary,Shannon	Principal Investigator	
5	Create voucher for payment	09/05/2024	09/06/2024	Kapitchinsk,Keith A	Research Grants Office Coord	Voucher 02296939 created

Subrecipient Invoice Information

Award ID 000185555 Project G0508687
 Seq Number 1 Ref Id R-23-0079
 Vendor 0000003390 NORTHERN ILLINOIS UNIV
 Invoice PRI 5061

- Submit all subaward invoices to subaward@central.uh.edu
- OCG will review for completeness and accuracy
- Subrecipients tab will reflect info related to the processing invoice on the Award Summary
- Invoice approval packet is uploaded to PS and able to be viewed on the Award Summary
- OCG will create and submit voucher for payment
- **Email notifications to PI**
 - Step 1: Function is created
 - Step 4: PI approval
 - Step 5: Voucher creation

Interim Funding

Interim Funding - Award

Request ID: 000014124
 Function: Interim Funding - Award
 Status: Complete
 Award : 000186297
 Title : RESEARCH FORUM - INTERIM FUNDING AWARD
 Sponsor: Vanderbilt University
 Vendor:
 Award Begin: 08/01/2023
 Award End: 07/31/2027

Principal Investigator: Gary,Shannon
 Research Admin: Gutierrez,Darlene Michelle Irrobali
 Research Accountant: Gary,Shannon
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 09/10/2024
 Deadline Date: 09/20/2024
 Opt out of PI email alerts: ☐

[Documents](#) [Print](#) [History](#)

Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Request for interim funding submitted	09/10/2024	09/10/2024	Schultz,David M	Principal Investigator	
2	Approve interim funding request	09/10/2024	09/10/2024	Gary,Shannon	Principal Investigator	
3	Compliance review (if applicable)	09/10/2024	09/10/2024	Gary,Shannon	Research Integrity & Oversight	
4	Generate cost center (if applicable)	09/10/2024	09/12/2024	Gutierrez,Darlene Michelle Irrobali	Post-Award Research Admin	
5	Post budget to the project cost center and validate award	09/12/2024	09/12/2024	Gutierrez,Darlene Michelle Irrobali	Post-Award Research Admin	9/12 - Interim Start Date is 8/1/24 since Yr 1 ends 07/31/2024 DG
6	Approve interim funding setup	09/12/2024	09/13/2024	West,John Steven	Supervisor Post Award	9/13-Interim Funding for Time only thru 10/31/24. Dr. Francis is communicating with the Sponsor which the Amend is pending. JW
7	Ensure interim funding is not added to billing	09/13/2024	09/21/2024	Gary,Shannon	Research Accountant	
8	Review and approve contract billing plan	09/21/2024	09/21/2024	Gary,Shannon	Supervisor Financial Area	

- Submitted by campus to create a cost center prior to award
- Routes to PI Dept Head and Cost Center Manager of non-sponsored research cost center
- Interim funding requests on new awards to UH require a fully approved transmittal
- Requests are limited to 3 months and up to 20% of the anticipated award amount
- Confirmation from sponsor that funding will be issued is required
- **Email notifications to PI**
 - Step 1: Function is created
 - Step 2: PI approval
 - Step 8: Setup is completed

No Cost Extension

No-Cost Ext Form

Request ID: 000013243
 Function: No-Cost Extension
 Status: Complete
 Award: 000181695
 Title: RESEARCH FORUM - NO COST EXTENSION
 Sponsor: National Science Foundation
 Vendor:
 Award Begin: 10/01/2021
 Award End: 09/30/2025

Principal Investigator: Gary,Shannon
 Research Admin: Gutierrez,Darlene Michelle Irrobail
 Research Accountant: Richard,Beverly J
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 07/29/2024
 Deadline Date: 08/27/2024
 Opt out of PI email alerts: ☐

Documents

Print

History

Approval Steps						Personalize Find
Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	No cost extension submitted by PI	07/29/2024	07/29/2024	Gil Schultz,David M	Principal Investigator	
2	Review and submit the request to sponsor for approval	07/29/2024	07/30/2024	Hassany,Payam	Post-Award Research Admin	7/30 NCE requested. PH
3	Update award based on agency approval	07/30/2024	07/30/2024	Hassany,Payam	Post-Award Research Admin	7/30 NCE approved. Award date updated to reflect 09/30/2025 as award end date or the following projects G0506957, G0508391, G0509722, G0509723. PH
4	Approve award modification	07/30/2024	07/31/2024	West,John Steven	Supervisor Post Award	7/31-No Cost Extension thru 10/31/25. JW
5	Update invoice/billing information	07/31/2024	07/31/2024	Allison,Andrienne	Research Accountant	
6	Approve invoice/billing information	07/31/2024	07/31/2024	Gary,Shannon	Supervisor Financial Area	NCE is through 09/30/2025. SG

- Submitted by campus for OCG to obtain information to generate and submit request to sponsor
- Justification for request should tie to the scope of work needing to be completed
- Ensure that the request is not being made just because funds are remaining
- If documentation is required such as a plan for spending, confirm that this is attached to the function
- Email notifications to PI**
 - Step 1: Function is created
 - Step 3: Sponsor
 - Step 6: Setup is completed

Subaward Setup

Sub-Award Setup Form

Request ID: 000013195	Principal Investigator: Gary,Shannon
Function: Sub-Award Setup	Research Admin: Gutierrez,Darlene Michelle Irrobali
Status: Complete	Research Accountant: Richard,Beverly J
Award : 000180239	Assigned DBA(s): Gary,Shannon;
Title : RESEARCH FORUM - SUBAWARD SETUP	Department: GRANTS AND CONTRACTS
Sponsor: U.S. Department of Health and Human Services	Requested Date: 07/26/2024
Vendor:	Deadline Date: 08/09/2024
Award Begin: 09/08/2020	Opt out of PI email alerts: <input type="checkbox"/>
Award End: 04/30/2025	

Documents Print History

Approval Steps						Personalize Find
Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Request to issue a new subaward submitted	07/26/2024	07/26/2024	G Schultz,David M	Principal Investigator	
2	Approve subaward setup function request	07/26/2024	07/27/2024	B Gary,Shannon	Principal Investigator	
3	Prepare and send Notice of Intent email to subrecipient	07/27/2024	08/17/2024	West,John Steven	Supervisor Post Award	
4	Complete risk assessment (if applicable)	08/17/2024	08/17/2024	West,John Steven	Supervisor Post Award	
5	Send agreement to subrecipient for signature	08/17/2024	08/17/2024	West,John Steven	Supervisor Post Award	8/17-send draft to subrecipient. JW
6	Receive fully executed subaward and update subaward profile	08/17/2024	09/11/2024	West,John Steven	Supervisor Post Award	8/17-Pending PE from subrecipient. JW. 9/11-sent FE to subrecipient. JW
7	Create requisition for subaward	09/11/2024	09/11/2024	West,John Steven	Supervisor Post Award	Created Requisition# 0000003904. JW
8	Approve requisition and subaward setup	09/11/2024	09/20/2024	Gary,Shannon	RAS Director	
9	Create purchase order for subaward	09/20/2024	09/20/2024	West,John Steven	Supervisor Post Award	Created PO No. R-24-0208 in the amount of \$12,532.00. JW

- Submitted by campus to issue a new subaward
- Ensure obligated and anticipated amounts & dates are within award period
- Confirm that the required documents are attached:
 - Cost Reimbursable
 - SOW, Budget, Justification
 - Fixed Price
 - SOW, Payment or Delivery Schedule
- Agreement is uploaded to PS and available on Award Summary
- Email notifications to PI**
 - Step 1: Function is created
 - Step 2: PI approval
 - Step 9: Setup is completed

Subaward Modification

Sub-Award Modification Form

Request ID: 000013194
 Function: Sub-Award Modification
 Status: Complete
 Award: 000180239
 Title: RESEARCH FORUM - SUBAWARD SETUP
 Sponsor: U.S. Department of Health and Human Services
 Vendor:
 Award Begin: 09/08/2020
 Award End: 04/30/2025

Principal Investigator: Gary,Shannon
 Research Admin: Gutierrez,Darlene Michelle Irrobali
 Research Accountant: Richard,Beverly J
 Assigned DBA(s): Gary,Shannon;
 Department: GRANTS AND CONTRACTS
 Requested Date: 07/26/2024
 Deadline Date: 08/05/2024
 Opt out of PI email alerts: ☐

[Documents](#) [Print](#) [History](#)

Step	Steps Description	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes
1	Request to issue a subaward modification submitted	07/26/2024	07/26/2024	Gi Schultz,David M	Principal Investigator	
2	Approve subaward modification function request	07/26/2024	07/27/2024	E Gary,Shannon	Principal Investigator	
3	Complete risk assessment (if applicable)	07/27/2024	08/18/2024	West,John Steven	Supervisor Post Award	
4	Send agreement to subrecipient for signature	08/18/2024	08/18/2024	West,John Steven	Supervisor Post Award	8/18-send draft agreement to subrecipient. JW
5	Receive fully executed subaward and update subaward profile	09/22/2024	09/26/2024	West,John Steven	Supervisor Post Award	8/18-Pending Return of PE from Subrecipient. JW. 09/20-rcvd PE. 09/22-Placed in Folder pending signatures. JW. 09/26-sent FE. JW
6	Approve subaward setup	09/26/2024	09/26/2024	Gary,Shannon	RAS Director	
7	Update purchase order for subaward	09/26/2024	09/26/2024	West,John Steven	Supervisor Post Award	Subaward PO No. R-23-0050A has been extended thru 04/30/25. There is no additional funding added. JW.

- Submitted by campus to issue a modification of an existing subaward
- Ensure that at least 1 selection is made to identify the reason for the mod
- Confirm that the required documents listed for each mod type are attached
- Agreement is uploaded to PS and available on Award Summary
- Email notifications to PI**
 - Step 1: Function is created
 - Step 2: PI approval
 - Step 7: Mod is completed

Creating Functions – My Awards

PI Work Center

My Work - PI

Transmittal

- Create Transmittal
- Underconstruction - 365
- Awaiting Your Approval - 10
- Being Routed for Approval
- Search Transmittal

PI - Research Reports

- My Inbox
- My Proposals
- My Awards**
- My Contracts
- Project Cost Centers
- Technical Report Due

Active Awards | Expired Awards

Green highlighted awards are awards in which you are the main contact PI. The others are awards in which you are on the credit split.

*Create Function Request	Award ID	Proposal ID	Primary PI Name	Award Title	Sponsor / Flow through	Bill type	Begin Date	End Date	Total Budget Amount	Total Reported Award Amount	Total Posted Budget Amount
<input type="text"/>	00185555	000185555	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Cost Reimbursable	08/16/2022	10/31/2024	\$187,499,000	\$187,499,000	\$187,499,000
<input type="text"/>	00112427	112427	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Fixed Price - Scheduled	09/03/2015	12/05/2024	\$11,412,753,620	\$10,262,021,160	\$9,924,624,160
<input type="text"/>	00190145	000190145	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Letter of Credit	09/01/2024	05/31/2029	\$2,704,576,000	\$951,347,000	\$551,347,000
<input type="text"/>	00181695	000181695	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Letter of Credit	10/01/2021	09/30/2025	\$765,857,000	\$765,857,000	\$765,857,000
<input type="text"/>	00186297	000186297	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Cost Reimbursable	08/01/2023	07/31/2027	\$410,072,000	\$94,359,000	\$94,359,000
<input type="text"/>	00180239	000180239	Gary,Shannon	RESEARCH FORUM - SUBAWARD INVOICE	University of Illinois at Urbana- Champaign / Illinois Department of Transportation	Letter of Credit	09/08/2020	04/30/2025	\$15,523,396,000	\$15,523,396,000	\$15,523,396,000

Look Up Create Function Request

Search by: Function begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-8 of 8 Last

- Function
- General Award Inquiry
- General Sub-Award Inquiry
- Interim Funding - Award
- Monetary Modification
- No-Cost Extension
- Sub-Award Invoice
- Sub-Award Modification
- Sub-Award Setup

Creating & Reviewing Functions – My Inbox

PI Work Center

My Work - PI

Transmittal

- Create Transmittal
- Underconstruction - 365
- Awaiting Your Approval - 10
- Being Routed for Approval
- Search Transmittal

PI - Research Reports

- My Inbox**
My Inbox
- My Proposals
- My Awards

Function Request - My Inbox

Create New Request

Pending Function Requests

Personalize | Find | First | 1-118 of 118 | Last

Request ID	Related To	Proposal Award Contract #	Function	Principal Investigator	Research Admin
1 000014379	Award	000184474	General Award Inquiry	Schultz, David M	Stepney, Vanessa Ann
2 000014378	Award	000186297	General Award Inquiry	Gary, Shannon	Gutierrez, Darlene Michelle Irrobali
3 000014377	Award	000185555	General Award Inquiry	Gary, Shannon	Jordan, Kimberly Maria
4 000014376	Award	000185555	Sub-Award Invoice	Gary, Shannon	Jordan, Kimberly Maria
5 000014374	Award	000190145	General Award Inquiry	Gary, Shannon	Hassan
6 000014369	Award	112427	General Award Inquiry	Gary, Shannon	Hassan
7 000014364	Award	000180239	General Award Inquiry	Gary, Shannon	Gutierrez

New Request

*Business Unit: 00730

*Related To: Award

*Function:

Award ID:

PI: 8018508 Gary, Shannon

Continue with Request Detail

Return to My Inbox

Reviewing Functions – Award Summary

Award Profile Summary

Award Modification

Subrecipient

Cost Share

FA Credit Split

Intellectual Split

Uploaded Documents

Milestone

Payments

Award ID 000185555

View Award Function Requests (2 pending requests available)

Award Profile

Award Title: RESEARCH FORUM - SUBAWARD INVOICE

Primary PI Name: Gary,Shannon

Sponsor: University of Illinois at Urbana- Champaign

Primary Sponsor: Illinois Department of Transportation

Post Award RA: Jordan, Kimberly Maria

Billing Specialist: Beverly Richard

Dept. Grant Admin: Shem, Ashley Jo

Projected Amount: \$187,499.000

Authorized Amount: \$187,499.000

Posted Budget: \$187,499.000

Proposal ID: 000185555

Sponsor Award ID: 087795-19094

Sponsor Type: University/ Institute

Sponsor Type: State Sponsor - Agency

Award Begin Date: 08/16/2022

Award End Date: 10/31/2024

Award Status: Accepted

Award Type: Grant

Contract / Billing Type: Cost Reimbursable

Cost Share: Yes

Project details:

Associated Project

Project ID: G0508687 Project Status: Open

Project Title: Development of equipment rental schedule for Illinois

Project Start Date: 08/16/2022 Project End Date: 06/30/2023 Accounting End Date: 09/30/2024

FA Type: On Campus FA Funded Rate %: 50.00

Total Direct Budget: \$58,059.00 Sub-Recipient: Yes

Total Indirect Budget: \$29,030.00 Compliance: Yes

Total Budget: \$87,089.00

Cost Center	Speed Type Key	Cost Center Manager	Primary Department	College
-------------	----------------	---------------------	--------------------	---------

Function Request Search

Search Criteria

*Business Unit: 00730

Responsible Person or Area

Related To: Award

Function:

Request ID:

PI ID:

RA ID:

Request Date Range: to

Status: In Progress

Search

Related To ID

Award ID: 000185555

Title: RESEARCH FORUM - SUBAWARD INVOICE

Sponsor: University of Illinois at Urbana-Champaign

Approving Functions

PI Work Center

My Work - PI

- Transmittal
 - Create Transmittal
 - Underconstruction - 234
 - Awaiting Your Approval - 7
 - Being Routed for Approval
 - Search Transmittal

PI - Research Reports

- My Inbox** (highlighted)
- My Proposals
- My Awards
- My Contracts
- Project Cost Centers
 - Project Cost Centers associated with active awards
- Technical Report Due
 - PI Milestone Grid

System Tools

- Delegate
 - Assign Delegate
- Equipment
 - Equipment Search

Function Request - My Inbox | Function Request - Approval

Create New Request

Pending Function Requests

Function Details | Status Details

Request ID	Related To	Proposal Award Contract #	Function
1 000010584	Award	00 PI Work Center	
2 000010582	Award	00 Transmittal	
3 000010581	Award	00 Create Transmittal	
4 000010561	Award	00 Underconstruction - 234	
5 000010559	Award	00 Awaiting Your Approval - 7	
6 000010558	Award	00 Being Routed for Approval	
7 000010556	Award	00 Search Transmittal	
8 000010555	Award	00	
9 000010554	Award	00	
10 000010552	Award	00	
11 000010551	Award	00	
12 000010550	Award	00	
13 000010510	Award	000177107	No-Cost Extension
14 000010509	Award	000182774	Monetary Modification
15 000010508	Award	000184746	Monetary Modification

Function Request - My Inbox | **Function Request - Approval** (highlighted)

Pending Approval

Personalize | Find | View All | First 1-3 of 3 Last

Request ID	Related To	Proposal Award Contract #	Function	Current Step	Approve	Deny	Comments
1 000010546	Award	000185429	Sub-Award Modification	Step 2 - Approve subaward setup function request	Approve	Deny	
2 000010545	Award	000185429	Sub-Award Modification	Step 2 - Approve subaward setup function request	Approve	Deny	
3 000010530	Award	000187671	Sub-Award Setup	Step 2 - Approve subaward setup function request	Approve	Deny	

Notify

Function Request - My Inbox | Function Request - Approval



Key Takeaways

- Functions are designed to replace the historic forms
- All functions require a Proposal or Award ID
- Some functions can only be initiated by OCG personnel, others can be initiated by the PI or DBA
- OCG will include updates in the comments, so please review
- PIs must approve functions in the PI WorkCenter
- All requested fields must be answered and appropriate documentation attached, to reduce the need for OCG to follow up for additional information