Example Grants Processes – Post July 1, 2019

1. Proposal Development and Submission

2. Award Setup (Including the receipt of Subawards)

3. Subawards (Issued to other institutions)

This flow depicts a high-level view of the steps involved in submitting a proposal; followed by that proposal being awarded. It is intended to show the interactions of the PI, Grant Coordinator, OSPA, ISD, and SPA. For detailed processes and procedures involving this process, please consult guidance on the Office of Sponsored Programs Administration’s website https://www.ospa.iastate.edu. For discrepancies between this representation and information provided on the website, the website information should be considered the “source of truth”.

IOWA STATE UNIVERSITY
1 - Proposal Development and Submission

Legend:
- Yellow – Non-ISD action
- Red – ISD action
- Purple – employee action
- Blue – Central Office action
2 - Award Setup (Including the Receipt of Subawards)

Legend:
- Yellow – Non-ISD action
- Red – ISD action
- Purple – employee action
- Blue – Central Office action

PI receives notification of award from Sponsor

PI provides Award notice to OSPA; OSPA negotiates terms and conditions with the Sponsor

OSPA sets up Award in Kuali Coeus and determines Award budget

OSPA sends final Award information to SPA to establish the Award

SPA creates Award and Award Lines (Grants) in Workday

PI and Grant Coordinator receive system notification when Award is completed in Workday

Grant Finance Specialist receives system notification when Award is completed in Workday

End Process (Grant Worktags available to use)
3 – Subawards (Issued to Other Institutions)

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action
Example Grants Processes – Post July 1, 2019

- cyBuy Orders on Research Funds
- Ordering from Chem Stores or Chemistry Stores (Stores)
- Purchasing Cards (Pcards)
- Travel and Expense Reimbursements

The following flows depict a high-level view of the steps involved in using research funding for non-payroll expenditures. It is intended to show the interactions of a post-doc and the ISD. Four examples are shown: cyBUY requisition, using a PCards, reimbursing travel, and ordering from Stores.
cyBUY Orders on Research Funds

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action

Note: the post doc can also ask the Procurement and Expense Specialist to initiate the order in Workday on their behalf.

cyBUY Supplier Payment Process

Procurement initiates pcard payments to cyBUY supplier → Pcard charges integrated to Workday → Cost Center Manager approves (in Workday) for all charges → End Process

End Process (order sent to Supplier and goods shipped to post doc)
Purchasing Cards (Pcards)

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action
Travel and Expense Reimbursements

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action

IOUWA STATE UNIVERSITY
Ordering From Central Stores or Chemistry Stores ("Stores")

Legend:
Yellow – Non-ISD’ action
Red – ISD action
Purple – employee action
Blue – Central Office action

PI’s post doc orders paper towels from Stores (via Workday) → Procurement and Expense Specialist (ISD) adds Worktags → Grant Finance Specialist reviews Grant Worktags to ensure compliance → Is order >$5,000? → Yes → Cost Center Manager approves (in Workday) → End Process (order sent to Stores and goods shipped to post doc) → No → PI’s post doc can also ask the Procurement and Expense Specialist to initiate the order in Workday on their behalf.
Example Grants Processes – Post July 1, 2019

Re-budgeting, No-Cost Extensions, And Other Post-Award Modification

Sub-Recipient Payments

The following flows depict a high-level view of post award processes. It is intended to show the interactions of the PI, Grant Coordinators, OSPA, ISD, and SPA. For detailed processes and procedures involving these processes, please consult guidance on the Office of Sponsored Programs Administration’s website [http://www.ospa.iastate.edu](http://www.ospa.iastate.edu). For discrepancies between this representation and information provided on the website, the website information should be considered the “source of truth”.
Re-budgeting, No-Cost Extensions, and Other Post-Award Modification

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action
Sub-recipient Payments

Legend:
Yellow – Non-ISD action
Red – ISD action
Purple – employee action
Blue – Central Office action