Electronic Proposal Clearance System (EPCS): Awards Log

Research Contracting

Rev. Jan 2013
Sponsored Project Services (SPS)
Receives an Unsigned Award/Contract from a Sponsor

<table>
<thead>
<tr>
<th>EPCS #</th>
<th>Title</th>
<th>Relationship</th>
<th>PI</th>
<th>Department</th>
<th>Signature</th>
<th>Sent/Received Activity</th>
<th>Index $</th>
<th>Compliance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18484</td>
<td>Processing Complex Proc.</td>
<td>National Institutes of Health</td>
<td>Smith, John</td>
<td>Biology</td>
<td>NIH</td>
<td>Received:</td>
<td>15000.00</td>
<td>No</td>
<td>Award FR-10-2345-88, (Awards Log Training)</td>
</tr>
</tbody>
</table>

The Award/Contract is matched up with its EPCS #
If the Award/Contract requires UO Signature, the Status is set to Pending
The award is noted as to whether or not the Sponsor has signed it already
An entry is made into the Sent/Received Activity Field
The Sponsor’s Identification for the Award/Contract is put in the Notes Section, this is also where an Award/Contract would be identified as a modification
- Action is set as SPS Receiving or Sending a document
- Who sent SPS, or who SPS sent the document to is noted
- The Contents of the Transmission are Noted: Unsigned Award; Partially Executed Award (PEA); Fully Executed Award (FEA)
- Transmission Method and Date are Noted
After Signing the Award/Contract, SPS Sends it Back to the Sponsor

- Status remains Pending
- The Award/Contract is noted as having been signed by the UO
- A new entry is made into the Sent/Received Activity Field
A Sent Action was added showing that SPS sent the Partially Executed Agreement back to the Sponsor via Email on May 17, 2011.
- Status updated to Done
- The Award/Contract is noted as having been signed by UO and the Sponsor
- A new entry is made into the Sent/Received Activity Field
- The Award/Contract will now begin the Award Set-Up Process
SPS Receives a Request for a New Subaward from a Department

- The Subaward is matched up with the Prime Award and entered under the Prime’s EPCS and Index #
- The Subaward’s Status is set to Pending
- An entry is made into the Sent/Received Activity Field
- The Subrecipient is identified on the Notes Section; This would also be where a request would be identified as a modification
After Drafting and Signing the Subaward, SPS Sends it to the Subawardee

- Status remains Pending
- The Subaward is noted as having been signed by the UO
- A new entry is made into the Sent/Received Activity Field
- One to two months after an Award/Contract/Subaward is sent out for countersignature without being returned we will follow up with an email or phone call.
SPS Receives the Fully Executed Subaward from the Subawardee

- Status updated to Done
- The Subaward is noted as having been signed by UO and Subrecipient
- A new entry is made into the Sent/Received Activity Field
- The Subaward will now begun the Award Set-Up Process
For general questions regarding the use of the log, contact:

Research Contracting at (541) 346-0832 or
Your Pre-Award SPA at (541) 346-5131

For specific questions regarding the agreement, contact:

Research Contracting