Retrieve award from Alfresco with auto generated award number

Allocate budget in BFS separated into direct and indirect categories

Verify chartstring and budget allocations are correctly set up by RA

Setup infrastructure, review terms & conditions, flag T&C that require special monitoring

Review/develop project spend plan with PI

Review/develop project spend plan with CSS RA

Validate budget in BAIRS allocated into the appropriate categories

Subaward and expense setup

Award Setup

• This process document is current effective 11/24/2014
• If you have questions about this document please contact ptimaps@lists.berkeley.edu
<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th>Informed</th>
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</tr>
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</table>
CSS RA – Award Setup

**CSS RA**
- Allocate budget in BFS separated into direct and indirect categories
- Work with SPO/IAO to correct the Notice of Award such as Dept ID, CF2, etc. (not T&C)
- Review terms & conditions. Flag T&C that require special monitoring.
- Validate budget in BAIRS allocated into the appropriate categories

**CGA**
- CGA retrieves award from Alfresco with auto generated award number
- Verify chart string and budget allocations are correctly set up by RA

**Legend**
- **Start/End**
- **Process Step**
- **Subprocess Step**
- **Decision Point**
- **CSS**
- **Unit**
- **Central Campus Unit (Disbursements, Procurement etc.)**
- **Faculty (Customer)**
- **3rd Party**

**Guidelines**
- Common Smartsheet online repository
- Form
- Notification sent via Email

11/21/2014