After the Fact (ATF) Proposal Flow Chart
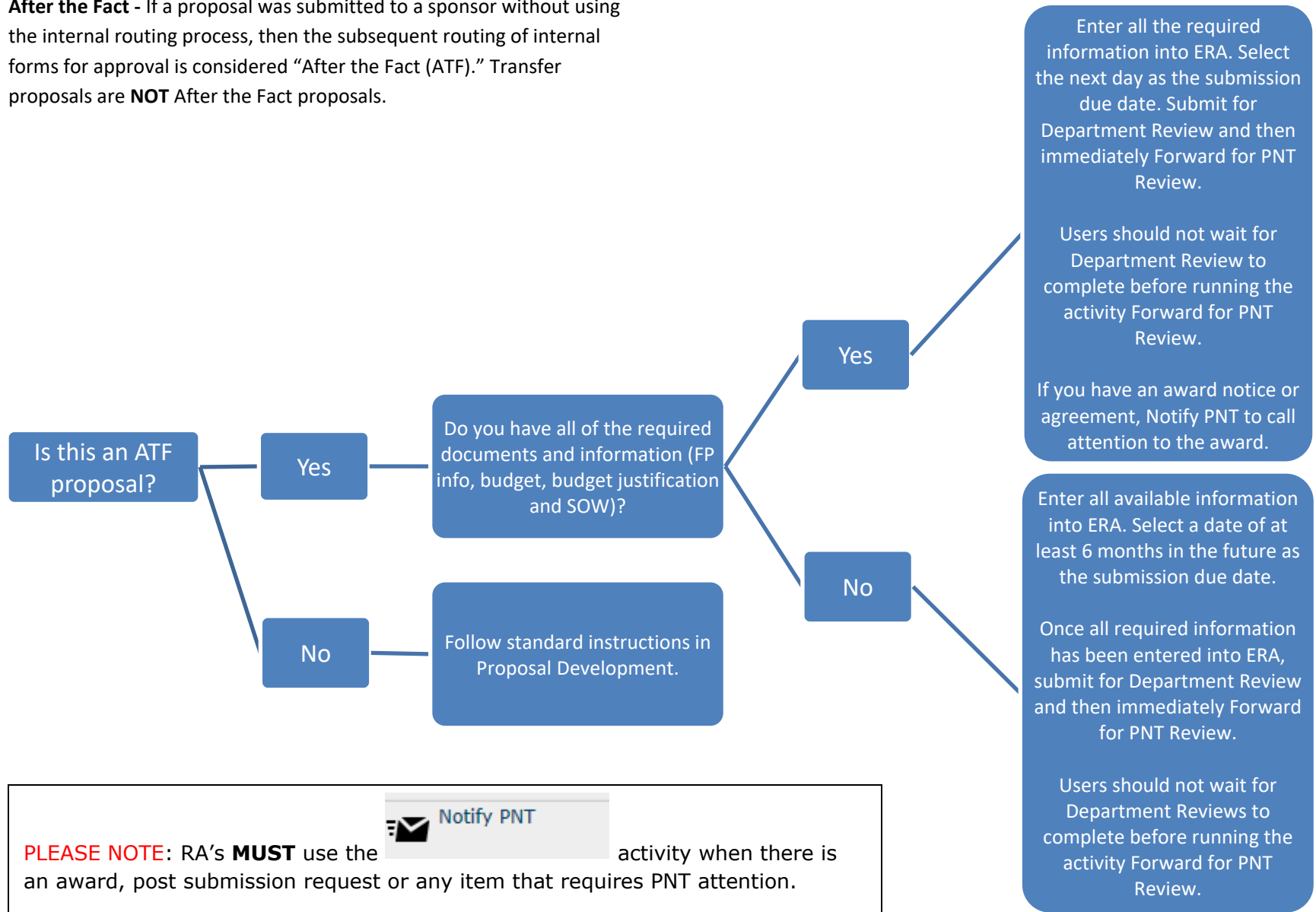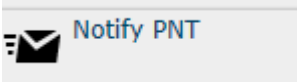
After the Fact - If a proposal was submitted to a sponsor without using the internal routing process, then the subsequent routing of internal forms for approval is considered "After the Fact (ATF)." Transfer proposals are **NOT** After the Fact proposals.

Is this an ATF proposal?

Yes → Do you have all of the required documents and information (FP info, budget, budget justification and SOW)?

No → Follow standard instructions in Proposal Development.

Do you have all of the required documents and information (FP info, budget, budget justification and SOW)?

Yes → Enter all the required information into ERA. Select the next day as the submission due date. Submit for Department Review and then immediately Forward for PNT Review.

Users should not wait for Department Review to complete before running the activity Forward for PNT Review.

If you have an award notice or agreement, Notify PNT to call attention to the award.

No → Enter all available information into ERA. Select a date of at least 6 months in the future as the submission due date.

Once all required information has been entered into ERA, submit for Department Review and then immediately Forward for PNT Review.

Users should not wait for Department Reviews to complete before running the activity Forward for PNT Review.

Notify PNT

PLEASE NOTE: RA's **MUST** use the [Notify PNT] activity when there is an award, post submission request or any item that requires PNT attention.