| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
| --- | --- | --- | --- | --- |
|  | * Proposal has been started but is not ready for Department Review. * RA is able to edit the Funding Proposal and all associated Budgets. | **Non S2S FP Workspace** | **S2S FP Workspace** | RA |
|  | * The budget, once created, remains editable **until award**. * When the budget includes an **F&A Waiver** request requiring review, additional activities are available on the Budget workspace. | **Budget Workspace**      **See pp. 33-35 for more information on F&A Waivers in the Budget Workspace.** | | RA |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * The Cost Sharing budget, once created, remains editable until award. | **Cost Sharing Budget Workspace** | RA |
|  | * Subaward budget(s), once created, remain editable until award. | **Subaward Budget(s) Workspace** | RA |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **State** | **What this State means** | | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | * Funding Proposal and Budget are being reviewed by the Department Approvers. * Funding Proposal is locked and cannot be edited unless changes are requested. | | **Non S2S FP Workspace** | | **S2S FP Workspace** | Depts |
| **State** | **What this State means** | | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | * A Department Reviewer has requested change(s) to the Funding Proposal. * Funding Proposal can now be edited by the RA. | |  | |  | RA |
| **State** | | **What this State means** | | **Activities Available to RAs** | | **Primary Responsibility** |
|  | | * Department Reviewers have determined they will not endorse this proposal and it will not be moving forward with submission. | |  | | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * Funding Proposal and Budget is ready for review by the PNT GCO. * Funding Proposal is unlocked and RAs can make changes. |  |  | PNT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * PNT GCO has requested changes to the Funding Proposal and/or Budget. * Funding proposal remains unlocked and RA can make changes. |  |  | RA |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * PNT GCO has completed their review of the Funding Proposal, Budget and Application. * Application will be submitted by the PNT GCO. * Funding Proposal is locked for editing. |  |  | PNT |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * PNT GCO/Unit/RA has submitted the proposal to the sponsor. * Funding Proposal remains locked for editing. * A snapshot is taken for auditing purposes that creates a record of the Funding Proposal and all associated Budgets. |  | PNT |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * ASU internal changes are needed (e.g. updates to REC/RID/IIA). * Funding Proposal is unlocked for editing. |  | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * The sponsor has requested changes to the proposal (budget revisions, additional administrative forms, etc). * The Funding Proposal is unlocked for editing. |  |  | PNT/RA |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * Proposal has been rejected/returned by Sponsor. Possible reasons are because of non-compliance or late submission. |  | PI |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * Sponsor has declined to fund the proposal. |  | PI |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * PI/ASU has decided to withdraw the proposal for sponsor consideration. |  | PI |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * Sponsor has indicated an award is forthcoming (informal email, etc). * At-Risk Request can be initiated. |  | PNT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * RA/PI has initiated an At-Risk. * PNT reviews and may contact RA and PI for additional information. |  |  | PNT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * PNT GCO requires additional information before approving/declining At-Risk request. |  |  | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * PNT GCO has approved At-Risk request. * At-Risk account is in AMT Task List for account to be established. |  |  | PNT/AMT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * Sponsor agreement has been received and is under PNT review. * At-Risk account has been approved and established. |  |  | PNT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * Agreement has been finalized by PNT. * AMT will remove At-Risk status. |  |  | PNT/AMT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | | **Primary Responsibility** |
|  | * Agreement has been received from Sponsor and being reviewed by PNT Contracts Officer. * Task has been created in ERA Agreements. |  |  | PNT |

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * Award is now in place and follows Post Award processes. * From this state, Revisions and Renewals can be created. |  | AMT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
|  | * Proposal was cancelled. | |  | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| **Pre-Proposal**     * Pre-Proposal has been created and will be submitted by RA for PI review. The FP SmartForms remain editable until submitted to the sponsor by PNT. |  |  |  | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * Pre-Proposal is being reviewed by the PI. |  |  |  | PI |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * PI has returned Pre-Proposal for changes by RA. |  |  |  | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * After PI approval, Pre-Proposal automatically moves to PNT when ORSPA review is required. |  |  | Skips PNT Review | PNT/RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * PNT has returned the Pre-Proposal to the RA for change(s). |  |  | Skips PNT Review | RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * Pre-Proposal is ready to be submitted by PNT or unit. |  |  |  | PNT (or RA, if submitted by Unit) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * Pre-Proposal has been submitted to the sponsor. |  |  | **Note: If a PNT GCO has been assigned, “Notify PNT” will also appear here.** | PNT (or RA, if submitted by Unit) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * Pre-Proposal has been reviewed by sponsor and recommended that a full proposal be submitted. |  |  |  | PNT/RA |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State & what it means** | **Activities Available to RAs** | | | **Primary Responsibility** |
|  | **ORSPA Review/Submit by Unit** | **ORSPA Review/Submit by ORSPA** | **No ORSPA Review/Submit by Unit** |  |
| * Pre-Proposal has been reviewed by sponsor and decided to not request a full proposal. |  |  | **Note: If a PNT GCO has been assigned, “Notify PNT” will also appear here.** | RA |

| **State** | **What this State means** | **Activities Available to RAs** | **Primary Responsibility** |
| --- | --- | --- | --- |
|  | * The funding proposal remains in draft and is editable. * Budget remains editable. | **Budget Workspace** | Depts |
|  | * Unit has requested changes from RA. |  | RA |
|  | * Unit review is complete and is now under OKED review. * If disapproved, returns to Draft state. * If approved, F&A Review ribbon disappears from workspace and process continues moving forward. * If F&A waiver review is still pending at submittal time, PNT will seek approval from Pre-Award Services Director prior to submitting proposal. |  | OKED |

| **State** | **What this State means** | | **Activities Available to RAs** | **Primary Responsibility** |
| --- | --- | --- | --- | --- |
| **SF424 State** | * SF424, once created, is editable by the RA Owner, the assigned PNT GCO, and any additional assigned Editors. **Note: Additional Editors to the SF424 must be assigned within the SF424 workspace.** | **SF424 Workspace** | | RA |
|  | * No errors are present and all Grants.gov and Sponsor validations have successfully ran. Proposal can be submitted by PNT GCO. |  | | PNT |
|  | * The proposal has been submitted by PNT to Grants.gov. * The SF424 can be reopened for edit by PNT if the sponsor reports any errors in completing the submission. |  | | PNT |
| cid:image002.png@01CF265E.9DE75AC0 | * The agency has received the proposal. * The SF424 can be reopened for edit by PNT, if necessary. | cid:image005.png@01CF62E6.65D80610 | | PNT |
| cid:image003.png@01CF265E.EA3D7030 | * The agency has now assigned a tracking number to the proposal. * The SF424 can be reopened for edit by PNT, if necessary. | cid:image001.png@01CF62E6.44481AD0 | | PNT |