



Pre-Award Shared Services

Services Provided	Services Not Provided
General	
<p>Grant Routings: Includes NIH (R01, R21, R03, F Awards, K Awards, Supplements, etc.), NSF, DOD, and other sponsors. Also covers routings for resubmissions and renewals.</p>	<p>Post Award Functions: Includes PETs, funding projections, journal entries, funding distributions, CU Marketplace items, cost share and matching funds, xTRAIN functions, invoicing on contracts, and closeouts.</p>
<p>Internal Grant Budgets: Both requiring and not requiring routing.</p>	<p>Award Setup</p>
<p>Letters of Intent or Pre-Applications: When they require a budget component or require a signature from the Office of Grants and Contracts (OGC).</p>	<p>Speedtype Creation</p>
Contracts	
<p>Routings: For federal and non-federal sponsors, including federal flow-through when UCD is a sub-recipient.</p>	<p>Industry Sponsored Contracts & Clinical Trials: Budgets, routings, and other components are handled by the department.</p>
Grant Transfers	
<p>Incoming grants when Principal Investigators are new to CU</p>	<p>Outgoing grant transfers when Principal Investigators are leaving CU</p>
Institutional Training or Career Development Grants	
<p>Routing and final submission.</p>	<p>Content documents like tables, biosketches, research plans, and appendices are created by the departments and forwarded to the PASS for upload.</p>
No Cost Extensions (NCEs)	
<p>Initial requests to be sent to OGC. Budget development assistance for all NCEs.</p>	<p>Second No Cost Extensions</p>
Other Support	
<p>Confirm calendar months do not exceed 12. Check general formatting. Send file for digital signature.</p>	<p>Departments prepare documents and verify information is accurate (both grants and in-kind). Send final signed document back to PASS.</p>
Progress Reports	
<p>NIH RPPRs and other progress reports requiring routing through (OGC).</p>	<p>Those that don't require OGC routing or approval.</p>
Subcontracts (UCD is Lead)	
<p>Gathering documentation for subcontracts included in proposals when UCD is the lead institution.</p>	<p>PASS will not create subaward agreements or amendments that need uploading to CU Marketplace</p>
Subcontracts (UCD is Sub)	
<p>Routing proposals when UCD is the subaward institution. Amendments to agreements that must be routed through OGC.</p>	<p>Unilateral amendments that don't require signature from OGC.</p>