

# Managing Your Award – Post Award

## *Grantee Instructions for Post Award Activities in SmartSimple*

### Annual Reporting Overview

Approximately 30 days prior to the Annual Progress Report and Annual Fiscal Forecast due date, the reporting activities will be available for completion. The PI is responsible for completing the Annual Progress Report, and the Institutional Fiscal Contact is responsible for completing the Annual Fiscal Forecast. The purpose of the Annual Fiscal Forecast is to justify carry-forward estimates and to identify the need for Budget Change Requests.

As a reminder, it is advised to click “Save Draft” throughout the completion of all reports to ensure your data is saved while you work.

It is important to review the listed contacts on the award to ensure appropriate workflow for each deliverable, otherwise, compliance will be delayed.

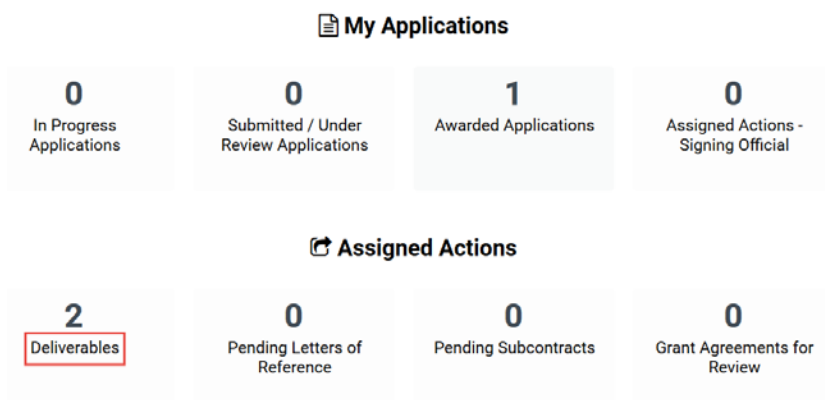
1. To review the contacts listed on the project, log in to SmartSimple: <https://ucop.smartsimple.com>. Under “My Applications”, click the “Awarded Applications” tile. Click “Open” on your selected grant to review the grant information.
2. Go to the “Institution Contacts” tab to review the Contracts and Grants Official as well as the Institutional Fiscal Contact. If these contacts have changed, please email RGPO at [rgpogrants@ucop.edu](mailto:rgpogrants@ucop.edu) with the PI name, Grant ID, and updated contact information. Once contacts are up to date, this will ensure the reports are sent to the correct contacts.

### Annual Progress Report

#### PI SUBMISSION

The PI will receive an email when the Annual Progress Report is ready for completion. In the PI dashboard in SmartSimple, the Annual Progress Report will be available under “Assigned Actions” under the “Deliverables” tile.

1. To access the reports, log in to SmartSimple: <https://ucop.smartsimple.com>. Under “Assigned Actions”, click “Deliverables”.




- Select the “Annual Progress Report” for the appropriate Grant Year. Click “Open.”

5	Annual Progress Report	1	T29IP0571	T29IP0571 RGP0test MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	PI Input	Yes	<b>Open</b>
6	Annual Fiscal Forecast	1	T29IP0571	T29IP0571 RGP0test MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	Fiscal Officer Input	Yes	<b>Open</b>

- Complete all sections of the Progress Report. All those marked with a red asterisk (\*) are mandatory fields. For those sections that allow uploads, please upload all relevant documents. Once all sections are complete, click “Save Draft.”
- Next, towards the top of the page, click the “Signature” tab.

## Annual Progress Report - T29IP0571 RGP0test MS6

### High Impact Pilot Award Application » Annual Progress Report

 Preview

\* Grant Year: 1

Institution: Sanford Burnham Prebys Medical Discovery Institute

\* Date Due: 07/02/2018

Application ID: T29IP0571

Project Title: RGP0test MS6

**PROGRESS DETAILS**

**SIGNATURE**

- Review the information on the “Signature” tab. To certify that all information in the progress report is accurate and complete, click the checkbox, type the PI name in the “Applicant Electronic Signature” field, and enter the date.
- To submit the task, click “Submit to C&G Officer” at the bottom of the screen. When the pop-up message appears, click “Yes” to confirm submission. The task is then forwarded to the Contacts and Grants Official listed in the grant file.

PROGRESS DETAILS

**SIGNATURE**


\* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

\* Applicant Electronic Signature (Type in your full legal name)

\* Date

mm/dd/yyyy 

C&G Officer Comments

Save Draft

**Submit to C&G Officer**

## CONTRACTS AND GRANTS OFFICIAL REVIEW

The Contracts and Grants Official will receive an email when the Annual Progress Report is ready for review and submission to RGPO. In the Contracts and Grants Official dashboard in SmartSimple, the Annual Progress Report will be available under “Assigned Actions” under the “Deliverables” tile.

1. To access the reports, the Contracts and Grants Official logs in to SmartSimple: <https://ucop.smartsimple.com>. Under “Assigned Actions”, click “Deliverables.”

The dashboard displays two sections: "My Applications" and "Assigned Actions".

**My Applications:**

- In Progress Applications: 0
- Submitted / Under Review Applications: 0
- Awarded Applications: 1
- Assigned Actions - Signing Official: 0

**Assigned Actions:**

- Deliverables: 2 (highlighted with a red box)
- Pending Letters of Reference: 0
- Pending Subcontracts: 0
- Grant Agreements for Review: 0

2. Select the “Annual Progress Report” for the appropriate Grant Year. Click “Open.”

5 Annual Progress Report	1	T29IP0571	T29IP0571 RGPOtest MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	C&G Officer Input	Yes	Open
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3. Review all sections of the Progress Report. Then proceed to the “Signature” tab towards the top of the page, click the “Signature” tab.
4. **If revisions are required**, enter the revisions needed under the “C&G Officer comments” section. Then click, “Send Back to PI.”

Annual Progress Report - T29IP0571 RGPOtest MS6

PROGRESS DETAILS | SIGNATURE

\* C&G Officer Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

\* C&G Officer Electronic Signature (Type in your full legal name)

\* Date

mm/dd/yyyy

**C&G Officer Comments**

Revisions required:

- 1)
- 2)

← BACK

Save Draft | **Send Back to PI** | Submit to RGPO

5. If all progress report information is accurate and complete, review the information on the “Signature” tab. To certify that all information in the progress report is accurate and complete, click the checkbox, type the PI name in the “Applicant Electronic Signature” field, and enter the date.

- To submit the task, click “Submit to RGPO” at the bottom of the screen. When the pop-up message appears, click “Yes” to confirm submission. The task is then forwarded to RGPO for review.

**Annual Progress Report - T29IP0571 RGP0test MS6**

PROGRESS DETAILS    **SIGNATURE**

01/29/2020

**\* C&G Officer Signature** Click to certify accuracy

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statement accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

**\* C&G Officer Electronic Signature (Type in your full legal name)** Type name to sign for electronic submission

**\* Date** Enter/select date

mm/dd/yyyy

**C&G Officer Comments**

Click button to submit to RGPO

◀ BACK

Save Draft    Send Back to PI    **Submit to RGPO**

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## Annual Fiscal Forecast

### FISCAL OFFICER REVIEW

The Institutional Fiscal Contact will receive an email when the Annual Fiscal Forecast is ready for completion. In the Fiscal Officer’s dashboard in SmartSimple, the Annual Fiscal Forecast will be available under “Assigned Actions” under the “Deliverables” tile.

- To access the Annual Fiscal Forecast, log in to SmartSimple: <https://ucop.smartsimple.com>. Under “Assigned Actions”, click “Deliverables”.
- Select the “Annual Fiscal Forecast” for the appropriate Grant Year. Click “Open.”

5	Annual Progress Report	1	T29IP0571	T29IP0571 RGP0test MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	PI Input	Yes	<span style="border: 1px solid gray; padding: 2px;">Open</span>
6	Annual Fiscal Forecast	1	T29IP0571	T29IP0571 RGP0test MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	Fiscal Officer Input	Yes	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Open</span>

3. Review the budget information listed at bottom of page. Enter “Adjustments to Working Budgets” that are within allowable limits for the category. Then, enter “Estimated Expenditures” by category. When complete, click “Save Draft” button.

	Approved Budget	Carry-forward Balance	Adjustments to Working Budget (within allowable limits)	Estimated Expenditures	Balance
Personnel Costs (Salary and Fringe):	\$146,972.00	\$0.00	<input type="text" value="500"/>	<input type="text" value="\$80,000.00"/>	\$67,472.00
Student Tuition, Fees, and Stipends:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Other Project Expenses:	\$50,278.00	\$0.00	<input type="text" value="-500"/>	<input type="text" value="\$25,000.00"/>	\$24,778.00
Equipment:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel Expenses:	\$2,750.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$1,200.00"/>	\$1,550.00
Service Contracts and Consultants:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Prime Budget Indirect Costs:	\$50,000.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$30,000.00"/>	\$20,000.00
Subcontracts Costs:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Total Project Costs (Prime + Subcontracts):</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$136,200.00</b>	<b>\$113,800.00</b>

Enter budget adjustments that are less than \$2500 and 25% of the category.

Enter Estimated Expenditures through the end of the budget period.

Total Project Adjustments should net \$0.

\*Please click Save Draft to recalculate totals.

4. Review the remaining balance listed in the “Balance” column.

	Approved Budget	Carry-forward Balance	Adjustments to Working Budget (within allowable limits)	Estimated Expenditures	Balance
Personnel Costs (Salary and Fringe):	\$146,972.00	\$0.00	<input type="text" value="500"/>	<input type="text" value="\$80,000.00"/>	\$67,472.00
Student Tuition, Fees, and Stipends:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Other Project Expenses:	\$50,278.00	\$0.00	<input type="text" value="-500"/>	<input type="text" value="\$25,000.00"/>	\$24,778.00
Equipment:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel Expenses:	\$2,750.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$1,200.00"/>	\$1,550.00
Service Contracts and Consultants:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
Prime Budget Indirect Costs:	\$50,000.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$30,000.00"/>	\$20,000.00
Subcontracts Costs:	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Total Project Costs (Prime + Subcontracts):</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$136,200.00</b>	<b>\$113,800.00</b>

Calculate percentage of Carry Forward Balance against Direct Costs.

\*Please click Save Draft to recalculate totals.

Go to the “Carry Forward Percentage” section at the top of the page. If the remaining balance is greater than 25% of Direct Costs, select “Yes” and enter a justification in the “Carry Forward Description” field. If balance is less than 25% of Direct Costs, select “No.” Click “Save Draft” to save the information.

FISCAL DETAILS

\* Carry Forward Percentage

This award has a carry forward balance greater than 25%.

- No
- Yes

Carry Forward Description

If a carry-forward is requested, briefly describe any delays and address how the carry-forward funds will be used.

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Save Draft   Submit to RGPO

Click "Yes" if balance is greater than 25% of Direct Costs

If "Yes" above, enter justification for carry forward here.

Click "Save Draft" after entering information

5. Go to "Out of Budget Spending." If a budget change exceeds the threshold for allowable budget changes or requires additional justification, select "Yes." Once reviewed by RGPO, we will send a Budget Change Request for completion. Otherwise, select "No." For specific criteria regarding budget changes, see section 3.3 and the table on p.12 of the RGPO Grant Administration Manual: <https://www.ucop.edu/research-grants-program/grant-administration/index.html>.
6. Once all information has been entered, click "Submit to RGPO" at the bottom of the screen. When the pop-up message appears, click "Yes" to confirm submission. The task is then forwarded to RGPO for review.

