

ORACLE AWARD SETUP CHECKLIST

PACS Grants

All Proposals should have already been entered in PACS Grants. The proposal should ONLY be made ACTIVE/APPROVED once all the below information is attached.

Required Supporting Documentation to be Attached in PACS Grants

- Proposal with Scope of Work
- Verify if the Principal Investigator is Active in the HR People File, if not please activate the record with the Effective Date to Equal the Award Start Date. If they are not in the HR People file send a request to Payroll@rfsuny.org. Allow 1 day for overnight processing.
- If the Sponsor is not listed in the PACS Grants List of Values, send an email request to RFCustomerFileRequest@rfsuny.org to have sponsor added.

At-Risk for New Awards and Renewals

- Provide At-Risk Renewal Back Stopping Source on the Oracle Sponsored Award tab in the spreadsheet. Be sure to attach the authorized approval in PACS Grants.
When requesting a renewal award:
- Please be sure to include the current Award Number/Project/Task on the Oracle Sponsored Award tab in the spreadsheet.
- Provide Oracle Budget, complete the Oracle Sponsored Award tab in the spreadsheet.
- Complete the Cost Share budget tab in the spreadsheet, if applicable.

PACS Agreements

- If the proposal results in an agreement enter this into PACS Agreements.
- Include additional documentation to be returned to the sponsor, if applicable.
- Wait for agreement to be fully executed prior to setting up Funding Award in PACS Grants

Funding Awards in PACS

- Notice of Award (NOA)
- Complete Oracle Sponsored Award and Cost Share Budget (if applicable) tabs in this spreadsheet and ensure that the budget equals the funding amount listed on the awarding document. Include the completed workbook as an attachment to the PACS email message to the award specialist
- Include any special instructions for award setup when emailing the specialist at central Office.