

Workflow Automation Application: Form 800 and Advance Account



Presented by:
Office of Contracts and Grants

Dashboard

ALL

Advance Filter

61

Tasks by me

5

Pending Approvals

3

To be claimed

2

Rejected

83

Completed by me

Task ID

Search



Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Navigate the Dashboard

- Tasks by Me: displays forms submitted by you

Dashboard

ALL

Advance Filter

61
Tasks by me

5
Pending Approvals

3
To be claimed

2
Rejected

83
Completed by me

Task ID

Search

Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Navigate the Dashboard

- Pending Approvals: displays forms that are waiting your approval

Dashboard

ALL

Advance Filter

61
Tasks by me

5
Pending Approvals

3
To be claimed

2
Rejected

83
Completed by me

Task ID

Search

Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Navigate the Dashboard

- To be Claimed: is applicable to forms that are programmed to route to groups

Dashboard

ALL

Advance Filter

61
Tasks by me

5
Pending Approvals

3
To be claimed

2
Rejected

83
Completed by me

Task ID

Search

Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Navigate the Dashboard

- Rejected: displays forms where changes / additional information may be required and resubmitted.

Dashboard

ALL

Advance Filter

61

Tasks by me

5

Pending Approvals

3

To be claimed

2

Rejected

83

Completed by me

Task ID

Search



Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Navigate the Dashboard

- Completed by Me: displays forms that you've already approved

Dashboard

ALL

Advance Filter

61

Tasks by me

5

Pending Approvals

3

To be claimed

2

Rejected

83

Completed by me

Task ID

Search

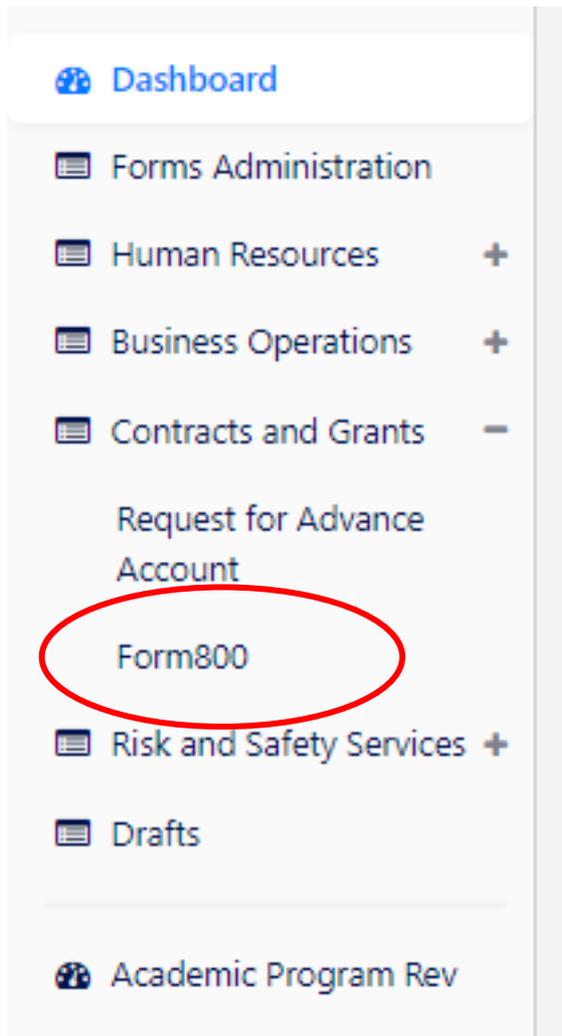


Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
01-17-2023 12:25	1642482	Form 800	Sibani Bose	Contracts and Grants	Kendra Rose	In Progress	View
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View
04-27-2022 12:19	585957	Request for Advance Account	Melanie Weir	Contracts And Grants Analyst	Kendra Rose	In Progress	View
06-01-2022 14:44	698709	Request for Certificate of Insurance	Kendra Rose	Initiator	Kendra Rose	Rejected	View

Navigate the Dashboard

➤ Displaying Forms

How To Submit a COI Form 800



Go to the Dashboard → Forms (from the left side of the screen) → Select Department → Displays all forms under the department

- To be completed if your project involves Human Subjects or is funded by a federal (non-PHS or DOE) sponsor, CIRM, UC Discovery Grants, UCOP Special Program
- The PI and all other UC ANR investigators must complete the form.
- Due at time of proposal.

Submit a Form 800

Principal Investigator Name*

Submitted By

Project Title*

Project Begin Date

Select Other Investigator Names



Department*

Phone Number*

Project End Date

Current Total Amount of Funding

- Enter in the UC ANR PI Name
- Enter in Other UC ANR Investigators as applicable. You must press the blue plus (+) button to add each person.
- Select the UC ANR PI's department and phone number
- Enter requested project detail including dates, dollar amount, human subjects, and GTS number.

Submit a Form 800 – Cont.

Type of Proposal/Disclosure

- New Proposal
- Continuation / Additional Funding
- New Sponsor on Existing Project
- Add Other Investigator to the Project
- Change of Principal Investigator
- Change in Financial Interest of an Investigator
- Previous Proposal / Award # (if applicable)

- Select type of disclosure
- After selecting the radial button, some disclosure types may request additional information.

Submit a Form 800 – Cont.

Sponsor/Agency Information

Sponsor Name

Please Check one from the following:

- Non-Public Health Service Federal Entity (e.g. NSF)
- Subaward from a non-PHS federal entity through another entity
- Non-Governmental Sponsor, Project Involves Human Subjects
- California Institute for Regenerative Medicine (CIRM)
- Internally Funded (if the project is FDA regulated)

- Enter sponsor name. If we are a subawardee, enter the lead applicant name instead of the prime sponsor.
- If our sponsor is:
 - Federal: select Non-PHS/Non-DOE Federal Entity
 - The lead applicant and we're a subawardee: select Subaward from a non-PHS federal entity through another entity and enter the name of the federal prime sponsor.
 - Non-federal, but the project involves human subjects: select project involves human subjects button.

Certify / Approve a Form 800

Principal Investigator - Disclosure and Certification

Do you, your spouse, registered domestic partner, or dependent children have any "Significant Financial Interests" related to the work to be conducted under the proposed project that was received within the last twelve months or that you expect to receive in the next twelve months? [Note: A "Significant Financial Interest" includes an interest held in an outside business entity.]

Yes No

I acknowledge and certify: (1) my responsibility to immediately disclose any new reportable financial interest obtained during the term of the project, and (2) all other investigators, who will have the responsibility for the design, conduct or reporting of research will submit the Form 800, and (3) this is a complete disclosure of my financial interests related to the proposed project/sponsor.

Principal Investigator Printed Name:

Kendra T Rose

TimeStamp:

If the person submitting the form is the same as the PI: The form will automatically go into the PI's Disclosure and Certification page. PI should complete and hit Submit. The form will then route to each Other Investigator as applicable. Each Other Investigator will see the form under their Pending Approvals for completion of their disclosure and certification.

Certify / Approve a Form 800

If the person submitting the form is not the PI: The form will route to the PI and Other Investigators for certification. The PI and each Other Investigator will see the form under their Pending Approvals for completion of their disclosure and certification.

Dashboard

ALL ▼ Advance Filter ▼

61 Tasks by me

5 Pending Approvals

3 To be claimed

2 Rejected

83 Completed by me

Task ID ▼ Search 🔍

Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Certify / Approve a Form 800

Other Investigator - Disclosure and Certification

Do you, your spouse, registered domestic partner, or dependent children have any "Significant Financial Interests" related to the work to be conducted under the proposed project that was received within the last twelve months or that you expect to receive in the next twelve months? [Note: A "Significant Financial Interest" includes an interest held in an outside business entity.]

Yes No

I acknowledge and certify: (1) my responsibility to immediately disclose any new reportable financial interest obtained during the term of the project, and (2) all other investigators, who will have the responsibility for the design, conduct or reporting of research will submit the Form 800, and (3) this is a complete disclosure of my financial interests related to the proposed project/sponsor.

Other Investigator Printed Name:

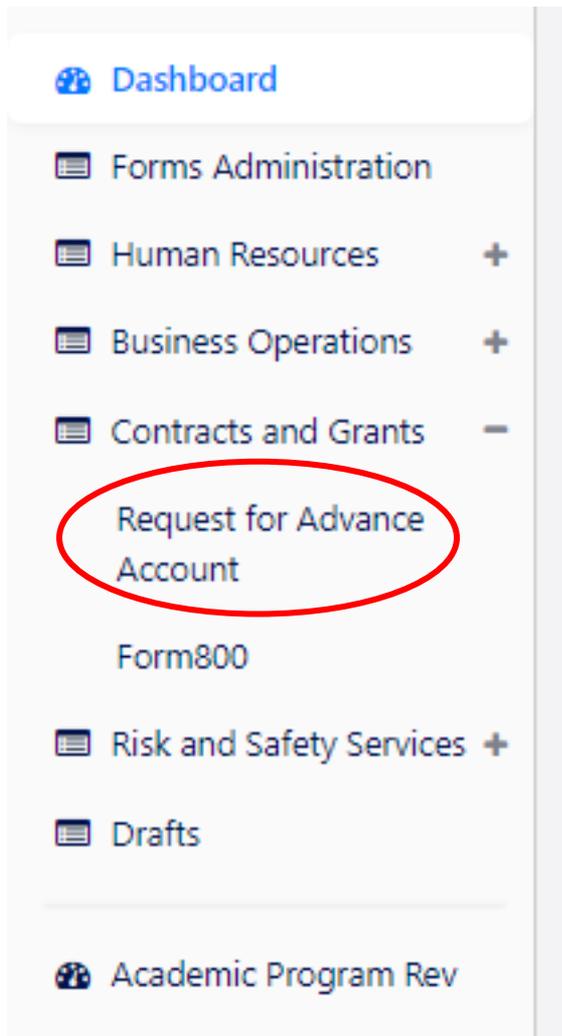
Kendra Rose

TimeStamp:

Review the project information the submitter entered and edit if needed.

Scroll through the form until you reach your disclosure section. Select Yes or No to the Conflict of Interest disclosure question as applicable and then select the Approve button at the bottom of the form.

Submit an Advance Account



Go to the Dashboard → Forms (from the left side of the screen) → Select Department → Displays all forms under the department

- Use when you need to start incurring expenses prior to receipt of a fully executed contract or grant.
- Requires a firm commitment from the sponsor with the award amount and start date. If the start date is date of last signature, an advance account cannot be set up.
- Contact OCG for guidance or to confirm if an advance account can be set up on your pending award.

Advance Account

Submitter*	Department*
<input type="text" value="Kendra Rose"/>	<input type="text"/>
Principal Investigator*	Director*
<input type="text" value="Search more users"/>	<input type="text" value="Search more users"/>
ANR Grant Tracking System No.	Project Title*
<input type="text"/>	<input type="text"/>
Sponsor*	Sponsor Award No.
<input type="text"/>	<input type="text"/>

- Enter in the PI Name, Department, Unit Director, and requested project detail.
- If the PI is the same person as the submitter of the form, the following certification will need to be checked as well:

I certify that all necessary human subject, animal subject, and/or environmental health and safety approvals have been obtained prior to conducting work that requires such approvals and that funds will be available to cover expenses incurred for this project in the event the sponsor does not provide the funds requested (indicate fund source below).

Advance Account – Cont.

Please indicate if federal or federal flow through funds are being provided by sponsor of this project

Yes, funds from sponsor are federal and federal flow through funds

Unrestricted non-federal fund source* L-*

Award Dates:

- Check Yes if federal or federal flow through
- Enter the unrestricted non-federal fund source that will be used as the backup account in the event the pending award does not come through for any reason.

Advance Account – Cont.

Award Dates:

Start *

End *

Total Anticipated Award Amount:*

Advance Dates:

Start *

End *

Total Advance Amount:*

Justification for Advance Account *

Sponsors written intent to fund the project

 **Drag and drop** files
or click here

BOC/BUSINESS MANAGERS*

▼

- Enter the anticipated award dates and award amount.
- Enter in the requested advance account dates and advance amount.
- Provide a justification for why the advance account is needed.
- Upload confirmation of the sponsor’s intent to fund the project such as an email or award letter. The documentation should confirm the award start date and award amount.

- Select your BOC or unit Business Manager.
- Click Submit.

Advance Account – Approvals

- If the submitter is not the PI, the form will first route to the PI to provide the PI certification and approval.
- The form will then route to the Unit Director BOC for approvals before routing to Contracts and Grants.
- To Approve a Form: select the Pending Approvals menu. Click the blue View button next to the form to review and approve the form.

Dashboard

ALL

61 Tasks by me

5 Pending Approvals

3 To be claimed

2 Rejected

83 Completed by me

Task ID

Date of Submission	TASK ID	FORM TITLE	SUBMITTER	CURRENT STAGE	ASSIGNED TO	STATUS	Action
02-24-2023 13:25	1770000	Form 800	Kendra Rose	Contracts and Grants	Kendra Rose	In Progress	View

Questions?

Contact us at: ocg@ucanr.edu

