

Grant Tracking System Proposal

Objective

ANR Communication Services has received a request to develop a web-based application to track the progress of grant proposals. The system will simplify the process of grant tracking for principal investigators and administrative personnel, and it will reduce the amount of time principal investigators and administrative personnel spend communicating the progress of grant proposals. Additionally, the system will track the disbursement of grant funds and the usage of the funds by the principal investigators and administrative overhead.

Timeline

ANR Communication Services will have the first phase of this project completed on or prior to October 15, 2007.

System Detail

The grant proposal tracking process begins with the principal investigator or author of the proposal. The author will interact with the system via the ANR Portal, adding their proposal and additional information to a form and then uploading it to our servers.

The next administrative level (CD/RD/SSP Director) will be notified via email and have access to review the proposal via the ANR Portal. This reviewer can either approve the proposal or send it back to the author with comments.

Anytime the author receives a returned proposal, they can access the comments of the rejecting party via the ANR Portal. The comments and associated documents will all be stored and available for review through the entirety of the process. At the end of the process, the administrative personnel will have the option to purge the archived documents.

If the proposal is approved by the CD and requires approval by the Regional Director's office, the RD office will be alerted by email and the reviewing party will be able to access the proposal either via the Portal or directly in the grant tracking system.

If the proposal is approved by the RD office, it will be sent to ANR for processing. ANR will access the grant tracking system directly and receive alerts when new or revised proposals arrive.

During the time that the grant proposal is active in the ANR office, all actions will be entered into the system, allowing all interested parties to view the progress via the ANR Portal.

Proposals that are approved then go on to the grant funding party. If accepted, ANR will be able to indicate the funded amount in the system. If the proposal does not get funded, ANR will also be able to

indicate the denial and reason, if any. The regional office and author will receive email notifications of the final decision and disbursement, if applicable.

Grants that are funded will be tracked using the system. Authors and administrative personnel will know how much was disbursed. Further tracking would be done through campus based financial systems.

Development Requirements

ANR Communication Services will coordinate meetings during the development process. Principal contacts from the grant tracking administrators will provide detailed information regarding the current tracking system and be regularly updated with developmental progress reports and demonstrations.

In September, the principal contacts will be able to test the system and provide feedback. The final system will be ready on or before October 15, 2006. ANR Communication Services will be available after the launch date to provide support and make necessary changes to the system.