

GUIDANCE MEMO NO. 08-23



Research, Grants and Contracts

DATE: January 5, 2023

TO: Research Faculty & Staff

SUBJECT: GMS Proposal File Process *CH*

Purpose: This guidance provides information regarding the internal proposal file process via the RGC's grants management system (GMS) which provides faculty a centralized location to view individual proposals in development, submitted, and awarded. In addition, this system also is utilized for the certification of the proposal file by the PI, and subsequent approvals by key personnel and all respective department chairs and deans.

Background: Over the last six months, the RGC has been transitioning to a grants management system to help expedite the internal approval process and to provide easy access to proposal and award documents for principal investigators and project personnel. This site powered by Sitero Mentor (previously Axiom Mentor) is also directly connected to the online compliance modules for conflict of interest disclosures, and IRB, IACUC and IBC protocols. This provides a streamlined, holistic approach to various elements of research data – which now incorporates the actual research proposal documents, approvals, and funding award documents.

Action Requested: The step-by-step process to review, certify and/or approve proposal files for submission and any subsequent funding award documentation is linked below (*see related documents*) for your review and reference in utilizing the GMS proposal files and understanding the need for the various data being requested during the proposal development and project award stages of the research cycle. Research faculty and staff should familiarize themselves with this process.

Related Documents:

- [Grants Management System \(GMS\) Module and Operations Process](#)