

Northern Kentucky University
Office of Research, Grants & Contracts
Grants Management System (GMS) Module and Operations Process

The GMS proposal file is created by the RGC Grants Administrator (GA) assigned to your proposal based on data and documents provided via the **Intent to Submit form**.

Principal Investigator Tasks

Once the GMS file has been created, the lead Principal Investigator (PI) must complete the following when requested by your assigned GA:

1. Confirm the final 'draft' of the proposal abstract/summary, detailed budget, budget justification, and any other specialty docs requiring internal approval (i.e., cost share info, etc.)
2. Answer a brief questionnaire and certify the information in the GMS proposal file is correct
3. Complete the Financial Conflict of Interest Disclosure in Axiom Mentor

(The lead PI will receive instructions from the GA on how to complete #2 and #3 listed above).

Internal Routing and Approvals

Upon completion of the above three steps, the GA will initiate the GMS proposal file for approval by key personnel, respective department chairs and deans, and RGC Director. This is the internal process to document the required institutional approvals for submission.

An automated notification will be submitted to each person involved to approve the file. To do so, sign-in to the current Axiom Mentor site from the link provided in your automated email notification (this will be updated to Sitero Mentor soon) and complete the following steps:

1. Select "Grants" from the tool bar at the top of the page;
2. Select "Approvals" from the left side menu;
3. Click on the Grant Title of the proposal you need to approve;
4. Click on the "Approval Action" button at the top of the page (above the Project Title);
5. Then, select "Approve" from the drop down 'Approval Status' box;
6. Click the 'Update' button.
7. That's it! You have approved the proposal file

Once all internal faculty approvals have been processed, the RGC Director will receive an automated notification to approve it for submission. This will complete the internal approval process and the PI will continue to work with the GA to finalize all required documents and information for submission to the external funding sponsor.

After Submission to the Sponsor

After submission of the proposal to the external funding sponsor, a copy of the final proposal and/or related documents will be uploaded to the GMS proposal file for future reference. This file is accessible by the PI, Chairs and Deans at any point in the future.

Notification of Award

Upon notification of an award, your assigned GA will complete an internal RGC checklist and transfer the incoming award to the RGC Grants & Contracts Officer (GCO). The GCO will create a post-award file in GMS, and will review the terms of the incoming award and confirm the details of the award with the lead PI prior to processing for authorized signature. All post-award related documents including the final contract will be uploaded to the GMS post-award file for your project.

After a fully executed contract has been received (meaning all parties have signed), the GCO will coordinate with the Comptroller's office to finalize the set-up of your award and related grant account to incur expenditures. Once the grant account is activated, you will receive a notification from the Comptroller's office.

Workflow Process of Grants Management System for Proposals and Awards

