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CU I&E Submission: On Time, On Budget: The Key to Award Management Success [1]

Category

Sponsored Projects/Research

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Project Description

Our grants team, in collaboration with our IT manager, has developed a full lifecycle award management database system to streamline tracking from proposal submission to award closeout. Using a webform, PIs submit upcoming proposals, which feed into our system to monitor deadlines. If awarded, we track all speed types, project numbers, and budgets in a centralized system built in FileMaker Pro. Automated tools notify PIs of upcoming progress report deadlines, ensuring timely submissions. Internally, we monitor final financial reports and collaborate with our central OGC team to stay on track. Additionally, a reporting feature helps verify that funding is set up correctly according to the budget, identifying discrepancies early. This system enhances efficiency, communication between PI, pre and post award teams, reduces errors, and ensures compliance throughout the award lifecycle.

Project Efficiency

Our award management system has significantly reduced administrative burden by automating deadline tracking and financial oversight. Previously, tracking deadlines and submissions was manual and time-consuming. Now, proposals feed directly into our database system, ensuring seamless monitoring of upcoming deadlines and progress reports. This system also ensures all awards are properly set up, with accurate speed types and funding

allocations. By centralizing financial tracking and automating notifications, we've increased efficiency, reduced errors, and improved compliance and communication among teams. This innovation allows our team to focus on strategic oversight rather than chasing deadlines, ensuring a smoother, more accurate award management process.

Project Inspiration

As our department continues to grow—with more administrative personnel, awards, and speed types than ever before—we needed a centralized system to manage this complexity. Tracking deadlines and financial details manually was no longer sustainable. Our goal was to create a streamlined, accessible solution that allowed all team members to efficiently monitor awards, deadlines, and funding details in one place. This system has provided a shared resource for the entire department, ensuring consistency, reducing errors, and improving collaboration. By centralizing this information, we've enhanced efficiency and accountability across the award management process.

What Makes You Happiest about this Project?

The greatest satisfaction from this project is knowing that, in the past year since implementing and refining our process, we have never missed a deadline. This system has given us confidence that all progress and financial reports are submitted on time, reducing stress and last-minute scrambles. Most importantly, we are ensuring the highest level of fiscal responsibility—sponsor funds are spent appropriately, on time, and within budget. By streamlining our workflow and improving accuracy, we've created a more efficient, accountable, and effective award management process that benefits both our team and the researchers we support.

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