







FGC Steps in the ART Process

Overview

The **Award Review Tool (ART)** is designed to streamline the final award review process and is available to central, departmental, and RAS research administrators across campus. It is prepared by the RAS/department on behalf of the Principal Investigator (PI), and submitted to the Office of Finance: Grants & Contracts (FGC) as part of the FSR/Final Invoice package.

System	Process
	1. Run FSR Milestone Query and/or Invoice Milestone Report to determine the award reporting needs to be completed for the time period.
	2. Verify ART Package has been received from RAS unit; including ART template, confirmation of expenses and remaining balance from PI, journal entries, RSTs and final subcontract invoices not on ledger.
	3. Verify final ART numbers tie to Contracts Workbench numbers.
	4. Perform High Level Analysis of ART Package: <ul style="list-style-type: none"> • Identify all variances between ART and Contracts Workbench especially where Contracts Workbench expenses ≠ ART expenses ≠ PMS Disbursed <ul style="list-style-type: none"> • Journal entries in package but not on ledger. • Final Subcontract Invoice in package but not on ledger. • Encumbrances not cleared. • RSTs in package but not on ledger. • PMS report doesn't tie to Cash Received in Compass. • F&A is not correct. • Budget is not correct.
	5. Prepare & submit FSR/Final Invoice package to AD/Financial Manager for signature/submission to Funding Agency.
	6. After submission to Funding Agency, scan the package to I drive, and update the Milestone.