# Attain Partners' Approach

to Business Process Assessments

# **Discovery**

#### Relevant, Actionable Research

- Document Review
  - Policies, procedures, internal controls, training materials
  - Reports and dashboards
  - Organization charts, job descriptions, roles and responsibilities
  - Mission and vision statements, strategic plan
- ▶ Business Process Walk-Throughs
  - Intersection of business process and technology
  - Actual practice vs perceived
- Faculty Survey
  - Broadens reach into the opinions and mindset of the Principal Investigators
  - Understand areas of strength and pain points
- Interviews
  - Allow stakeholders to provide input on improvement
  - Understanding culture of accountability, willingness for change, and risk aversion

## Reporting

#### Meaningful, Obtainable Recommendations

#### People



#### Process



#### Technology



- ✓ Define staffing levels and portfolio management
- Outline career ladder(s) to ensure continued growth opportunity
- Develop training plans to align and support career ladders
- ✓ Identify optimal organizational models

- ✓ Standardize across the institution
- ✓ Integrate industry best practices
- Ensure processes support critical preventative and detective controls
- √ Realize efficiency gains
- ✓ Ensure system configuration allows for maximum utilization of features
- ✓ Enhance data monitoring opportunities for management decision-making, process & staff accountability, and risk awareness/ management

### Areas of Focus

#### **Pre-Award Business Processes**

- Budget Development
- ► Regulatory Compliance
- Proposal Routing
- Subrecipient Award Negotiation
- Proposal Review and Submission
- Limited Submissions
- Award Acceptance
- ► Contract Development
- Contract Review and Negotiation
- Post Award Non-Financial Activities
  - Just In Time Submission
  - Change in Principal Investigator
  - Rebudgeting
  - Relinquishment
  - Progress Reporting
  - Final Reporting

#### **Post-Award Business Processes**

- Award Setup
- Cost-Share Setup
- Cost-Share Monitoring / Reporting
- Expenditure Approval
- Invoicing
  - Cost Reimbursable
  - Fixed Price
  - Milestone
- Cash
  - Application
  - Reconciliation with Federal Payment Systems
- Financial Reporting
- ▶ Financial Closeout
- Effort Reporting
- Subrecipient Monitoring
- Federal Funding Accountability and Transparency Act (FFATA) Reporting

#### **Regulatory Compliance**

- Conflict of Interest
- Export Control
- Research Security
- Human Subjects
- Animal Subjects
- Biosafety

### Not just powering the future—empowering it.

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