

# 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



## 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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