



# GCAAlert!

Yale University  
Grant and Contract Administration  
Grant and Contract Financial Administration  
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## Alerts:

- **Award Setup Unit Integrates into GCA**
- **Award Setup Unit Organized into Teams**

**“The consolidated Award Setup Unit (ASU) is responsible for checking compliances and establishing sponsored accounts for both YSM and central campus sponsored awards and is committed to applying consistent business processes...”**

**“The ASU is comprised of two teams: 1) ASU Compliance and 2) ASU – Setup.”**

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## Award Setup Unit Integrates into GCA

The Office of Grant and Contract Administration (GCA) and the Award Set-up Unit (ASU) are pleased to announce that the two departments are in the process of integrating operations.

The consolidated ASU is responsible for checking compliances and establishing sponsored accounts for both

YSM and central campus sponsored awards and is committed to applying consistent business processes for award set-ups and compliance reviews University-wide.

These common goals of enhanced award setups for the entire University are intended to improve turnaround times in

establishing sponsored accounts so that Principal Investigators can begin working on their funded projects.

Questions concerning the integration of these two departments may be sent to GCA Communications at [gcacommunications@yale.edu](mailto:gcacommunications@yale.edu).

## Award Setup Unit Organization

The Award Setup Unit is comprised of two teams:

### 1) ASU – Compliance

The ASU Compliance Team, led by Aurelie Martinez-Kennedy (also known as Gigi), receives all Notice of Awards (NOAs) and is responsible for checking to confirm that all compliance considerations have been addressed. Award setups may be delayed if compliance authorizations are not in place. When this occurs, the Compliance team sends weekly reports to departments, which identify the awards that are on hold and summarizes the reasons for these holds. Please select [this link](#) for a sample copy of the report.

Once the compliance issues have all been addressed, the Compliance Team then forwards the Notice of Award (NOA) to the ASU Setup Team to establish the account.

### 2) ASU – Setup

The ASU Setup team, led by Sherry Calcasacco, has responsibility for the account set-ups in both the Oracle Grants Management System (OGM) and in GCA's Preaward System, GPAS.

Once an award has been setup, ASU will send the following award setup documents (in the same order) to the appropriate department business office contact(s), Grant and Contract Financial Administration (GCFA), and GCA.

- **Sponsored award report** (pink sheet) which is designed to provide the user with a more comprehensive summary of pertinent funding information contained in the Notice of Award (NOA) received from the sponsor
- **GPAS Set-up Sheet**

- **GPAS Log screenshot**
- **Backup documentation** (e.g. NOA, signed Contract, etc.)
- **Miscellaneous documentation**, as applicable.

If you have questions about the status of an award setup, please first check the GPAS Log. Otherwise, contact Gigi Martinez-Kennedy (737-5810) for compliance-related questions or Sherry Calcasacco (785-7350) with questions concerning the physical account setup.

Please note, requests to add projects or tasks or to link projects, tasks or Orgs to specific awards must be sent directly to Chart of Accounts at [COA@yale.edu](mailto:COA@yale.edu). More importantly, if a department owns the project and wants to link to another non-owning task or org, then they must first get approval from the Org-owning department and include that approval with the original request to Chart of Accounts.

Please find a complete contact list of ASU members at:

<http://www.yale.edu/grants/contacts/GCAStaff.html>

Email: [ASU@yale.edu](mailto:ASU@yale.edu)