EMORY
Research Administration
Services

EMORY
Finance: Grants
and Contracts

RAS 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
Compass	1. Run FSR Milestone Query and/or Invoice Milestone Report to determine the award reporting needs to be completed for the time period.
Compass	2. Run two Compass reports to generate the raw data needed by the template – 16A & 16B.
Outlook	3. Save the reports to your working folder.
Excel	4. Complete the ART Template: • Open Template (use the latest version on FGC's website). • Import the two Compass reports using the buttons in the Template. • Go to the first Project.Activity tab, analyze and reconcile to internal documents. • Determine adjusting entries required and add to each Project.Activity tab with supporting justification/documentation. • Repeat for each Project.Activity tab. • Go to the Award Summary tab and analyze for completeness. • Go to FFR form tab for draft output (Federal Awards Only).
Compass	5. Make adjusting entries (journals, RSTs) in systems.
salesforce	6. Send completed, approved ART package to FGC via Salesforce for review.
Compass	7. Update Milestone, as appropriate, when submitted to FGC.