OSR Fair 2016: PTA Setup

PTA Setup Process

**DEPARTMENT**
- Award Acceptance - AAN
- Prepare Acct. Dept.
- Review & Approve Account Setup

**OSR**
- Prepare Acct. - OSR
- Submit Budget in Oracle
- Baseline Budget in Oracle
- Notice of Award (NOA) Issued

Step 1: Preparation/Preparation Phase (Account Setup)
- Award Acceptance
- Prepare Account Details
- Review & Approve Account Setup

Step 2: Submission Submission Phase (Budget Approval)
- Prepare Acct. OSR
- Submit Budget in Oracle
- Baseline Budget in Oracle

Step 3: Notice of Award (NOA) Issued
- Finalize Budget Approval
- Notify PTA
- Submit Final Budget in Oracle
- Notice of Award (NOA) Issued

Stanford Office of Sponsored Research
**Basic New PTA Setup Process Flow**

After the Award Acceptance Notification (AAN) is issued in SeRA by the Pre-Award Officer (Contract Officer, Research Process Manager, Industrial Contract Officer) from OSR, RMG, or ICO the PTA Setup process begins in PTA Manager:

*Note: See reverse side for corresponding Account Setup Status by steps.*

**Step 1:** Transaction goes to Dept Administrator named in the AAN issuance process. The **Review & Approve Account Setup Action Item** is a system step that occurs immediately upon the Dept Administrator completing the **Prepare Account – Dept** Action Item.

**Step 2:** Transaction assigned to OSR Set-Up Intake queue and is claimed by an OSR Accountant. The **Oracle PTA Setup Action Item** is a system step that occurs immediately upon the OSR person completing the **Prepare Account – OSR** Action Item.

**Step 3:** Transaction remains with OSR person and completes this Budget review & submission step in Oracle.

**Step 4:** OSR Accountant baselines in Oracle and then the Notice of Award (NOA) is issued.

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**PTA Setup - Resources**

Dean of Research PTA Initiation and Setup
[https://doresearch.stanford.edu/research-administration/pta-initiation-and-setup#forms-to-setup-or-modify-existing-ptas](https://doresearch.stanford.edu/research-administration/pta-initiation-and-setup#forms-to-setup-or-modify-existing-ptas)

Sponsored PTA Manager Dept User Guide

SeRA User Manual/Guides. Note, the OSR Request Form will be added soon.

PTA Manager

FINGATE Resources: Expenditure Type Definition and Rules. Commonly Used Expenditure Types

Authority Manager
[https://authority.stanford.edu](https://authority.stanford.edu)

Dean of Research Rate Tables
[https://doresearch.stanford.edu/research-administration/proposal-preparation-submission/rates](https://doresearch.stanford.edu/research-administration/proposal-preparation-submission/rates)

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**PTA Setup - Contacts**

Office of Sponsored Research, Post Award Assignment List
[https://doresearch.stanford.edu/research-offices/sponsored-research-osr/post-award-operations#post-award-assignments-by-school](https://doresearch.stanford.edu/research-offices/sponsored-research-osr/post-award-operations#post-award-assignments-by-school)

Office of Sponsored Research, Pre-Award Assignment List
[https://doresearch.stanford.edu/research-offices/office-sponsored-research-osr/pre-award-operations](https://doresearch.stanford.edu/research-offices/office-sponsored-research-osr/pre-award-operations)

Research Management Group, Research Process Manager & Clinical Trial Contract Officer Assignment List

Industrial Contract Office Contract Officer Assignment list
[https://sites.stanford.edu/ico/assignments-school-and-department](https://sites.stanford.edu/ico/assignments-school-and-department)
PTA Setup - Friendly Reminders

- Cost share - include the guarantee PTA and amount.
- Fabrication - include the 4000 series task number provided by the Property Management Office (PMO).
- ITCC (telecommunication) charges - include the alternate PTA. Applicable only to non-federal awards in the SoM.
- Upload the Sponsor approved budget into SeRA.
- Early/Extend PTA transactions should be routed and approved by:
  a. For H&S departments, the Dean’s office.
  b. For SoM departments, Associate Controller Debbie Scheuch.
  c. For EIL departments, the Dept Administrator.
- Help request (HelpSU) is located on the left navigation panel of the transaction.