

Guide for AOOs

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Role of the AOO

The Authorized Organizational Official (“AOO”) is an important user role in our Grants Management System. Each awardee organization must have at least one AOO. The AOO is the individual, named by the applicant organization, who is authorized to act for the applicant organization and to assume the obligations imposed by the laws, regulations, requirements, and conditions that apply to Applications and Awards.

Designating an AOO and Submitting an Application

All CIRM applications require an AOO be listed prior to submission. In the application, the Principal Investigator can choose from a list of existing AOOs at your institution. If your institution does not already have an AOO, a new AOO specified in the application will require verification by CIRM prior to application submission.

All applications are prepared by the Principal Investigator, and the AOO does not have access to the application until the Principal Investigator has performed the initial submission¹. After the initial PI submission, the AOO will receive an email asking the AOO to review the application and provide a secondary submission. The AOO submission completes the application submission process to CIRM.

¹ For access to an incomplete proposal, the PI must designate a delegate. The PI (or any user) can delegate their authority in the Grants Management System (including edit, complete and submit privileges) to another user who has an account setup in the GMS. Once the new user’s account is setup, the PI can delegate by selecting “Edit Profile” in the User Profile Menu on the top right side. At the very bottom, click on the “Specify a new delegate” link, enter and find the delegate’s email address you want to provide privileges to and finish the delegating process.

If you are already a designated AOO at your institution, please log into our Grants Management System at <https://grants.cirm.ca.gov/login/login> using your email address and previously created password. If you are a new user, click the 'New User' button and follow the instructions, making sure to use the same email address and institution used in the AOO section of the application. The Grants Management System will automatically match your new account with the AOO record in the application.

The application(s) pending review and submission will be listed under the section labeled "Action Items Needing Your Attention". Click "edit" and follow the instructions for submission of the application to CIRM.

Elements of the CIRM Grants Management System for AOOs

When you log into the CIRM Grants Management System, the home page will show your Action Items, provide a link to your AOO related tasks, our Open Programs, and any applications you may have started under your account or unsubmitted applications listing you as the AOO. Open Programs lets you know what Program Announcements are currently active. Your Applications lets you start an application in any open program. Please note that the AOO cannot start an application for someone else, your access to start an application is for informational use only.

Action Items Needing Your Attention

If this section is missing, you have no Action Items. In this section you will find links to incomplete Just-In-Time submissions, progress reports, and Prior Approval Requests that require an action from you as the assigned AOO. It is displayed both on your home page and the AOO page.

Just-In-Time (JIT) and Award Acceptance

When an application has been approved, CIRM will request "Just-in-Time" (JIT) materials through a system-generated email to the Principal Investigator (PI) and Authorized Organizational Official (AOO). The required JIT documents can change depending on the Program Announcement (PA) or Request for Application (RFA), the type of grantee organization (new, for-profit or other attributes), co-funding requirements and other factors. To officially submit the JIT materials to CIRM will require actions by BOTH the PI and the AOO. The AOO may login at any time to assist or monitor the completion of the JIT. Once the PI has provided all of the requested information, they will hit the "done" button. This will officially submit the JIT materials to the AOO for review.

1. Log in using your email and password at <https://grants.cirm.ca.gov/login/login>
2. In "Action Items Needing Your Attention" you will see a section labelled "Incomplete Just-In-Time Information Disclosures".

3. Select the “Edit” link in the Actions column.
4. This will bring up the JIT Information completed by the PI. If all the items listed in the JIT email are addressed correctly, you may use the green “Submit Pre-Award JIT” button. If corrections need to be made, you can return the JIT to the PI for further editing.
5. Once the AOO has provided the secondary submission, the JIT is submitted to CIRM

CIRM’s Grants Management Office will then begin the pre-funding administrative review and issue a Notice of Award (NOA). The Notice of Award will be sent for electronic signature to the AOO and PI using DocuSign. If the AOO listed in the application is not the preferred contract signatory, the AOO may [reassign signing responsibility](#). The PI must sign and cannot reassign that responsibility. If the pre-award AOO is not the desired AOO for post-award tasks, you may change project assignments as needed (see the **Management of Project Assignments** section).

Progress Reports

CIRM has two major types of progress reports, Operational Milestone-based progress reports and time-based progress reports. Operational Milestone reports have estimated dates of achievement (rather than actual due dates) because we expect them to be reported when they occur, regardless if that is before or after the original timeline based on the application. The AOO will only see an Operational Milestone report in the Action Items list after the initial submission by the PI.

Time-based Progress Reports are automatically provisioned by the system 60 days prior to the due date. This will provide you with a clear picture of what is due when to ensure timely submission². Due Progress Reports will remain in your Action Items list until completed. Those Progress Reports that are overdue are boldly marked as such under the due date. As with the JIT materials, the AOO may log in at any given time to monitor the progress of the PI’s submission. Once the PI has submitted their Progress Report, the AOO should receive a system-generated email indicating the start of the AOO review process.

1. Log in using your email and password at <https://grants.cirm.ca.gov/login/login>
2. In “Action Items Needing Your Attention” you will see a section labeled “Progress Reports Due Soon”. A list of ALL Progress Reports will be provided; those overdue will be at the top of the list, with those due soon following.
3. Select the “Edit” link in the Actions column next to the Progress Report you want to review.
4. This will bring up the report information completed by the PI. If all administrative sections are accurate, you may use the green “Submit” button. If corrections need to be made, you can return the Progress Report to the PI for further editing.

² Quarterly Progress Reports contain Scientific Progress only, thus are submitted solely by the PI. Every fourth project quarter a Full Progress Report is due that requires secondary submission by an AOO.

5. Once the AOO has provided the secondary submission, the Progress Report is submitted to CIRM.

Prior Approval Requests

To submit a Prior Approval Request (PAR), the PI or their delegate logs into CIRM's Grants Management System (<https://grants.cirm.ca.gov>), navigates to "Your Awards", and then starts a Prior Approval Request under the unscheduled reports section of the appropriate grant listing. After completing the PAR according to the instructions and submitting, the AOO will be asked to provide a secondary submission for institutional concurrence. If approved, an amendment to the Notice of Award will be generated and sent for execution via DocuSign.

1. Log in using your email and password at <https://grants.cirm.ca.gov/login/login>
2. In "Action Items Needing Your Attention" you will see a section labeled "Prior Approval Requests".
3. Select the "Edit" link in the Actions column.
4. This will bring up the PAR information completed by the PI. If all administrative information is accurate, you may use the green "Submit" button. If corrections need to be made, you can return the PAR to the PI for further editing.
5. Once the AOO has provided the secondary submission, the PAR is submitted to CIRM.

Performing Other AOO Related Tasks

This section contains links to manage AOOs, Project Assignments, and Payees at your institution.

Management of Project Assignments

All CIRM applications require an AOO be listed prior to submission. Our system automatically assigns this person in the AOO role for that award should it be funded. At any time during the active award period, an award may be reassigned to another institutional AOO. This feature will help ensure consistent award management when AOOs go on vacation, take leaves of absence, receive reassignments, or leave the Institution. To review and/or change an AOO assignment, follow these instructions:

1. Log in using your email and password at <https://grants.cirm.ca.gov/login/login>
2. On the AOO page, you will see a section labeled "Manage AOO and Payee Project Assignments at CIRM".
3. Select the "View/Edit" link to the right of "AOO Project Assignments"

4. This will bring up a menu of types of Projects that are available for your review; you may select any combination of project types by clicking the box next to the selection. Once you have made your project type selection, select the “Find Projects” button.
5. The next screen will provide a snapshot of all project types selected to include CIRM Application/Grant Number, PI Name, Status of project, Current AOO assignment, and “Change AOO”.
6. If you see a project that should be assigned to another AOO at your institution, or if you would like to reassign your projects while you will be away, simply select the new AOO’s name from the drop-down box in the “Change AOO” column.
 - a. **If you do not see the name of the AOO you wish to assign, this means they do not yet have an account in our system. You can create an account for this missing AOO per the instructions in the “AOOs at your Institution” section.
7. Once you have made any changes, be sure to click the “Update AOO Assignments” button at the bottom of the screen to SAVE your changes. Changes will not be saved otherwise.

AOOs at your Institution

To ensure that the list of AOOs at your institution is current and accurate, you may review who is assigned this role through the GMS. To monitor your institution’s AOO list, please follow these steps:

1. Log in using your email and password at <https://grants.cirm.ca.gov/login/login>
2. On the AOO page, go to the section labeled “Manage AOO and Payee Project Assignments at CIRM”.
3. Select the “View/Edit” link to the right of “AOOs at Your Institution”
4. A list of those who are assigned the AOO role at your institution will be displayed.

If you see someone listed as an active AOO that should not be, please select the “Inactivate” link to the left of their name. If you wish to reactivate an inactive AOO, simply check the box labeled “include Inactive AOOs” in the “Find AOOs” section, hit “refresh list” and then “activate” next to their name.

To designate a new AOO at your institution, click the “Create a new AOO at <your institute’s name>” link and follow the instructions. If the new AOO is matched with an existing user account with the same email and Institution, the new AOO should be able to log in with their existing credentials. If they are a new user, they can create a new account by clicking the ‘New User’ button and following the instructions, making sure to use the same email address and Institution used in the “Create a New AOO” step.

Managing Payees

CIRM disburses project funding via Electronic Funds Transfer whenever possible. All CIRM payments are sent to a single payee unless multiple payees are necessary.

Payments are directed to the Default Payee on each grant unless a CIRM grants management officer directs them to one of the Secondary Payees. One Payee may be selected to be assigned automatically as the default payee for new grants. To edit the Payee record in the case that the associated email address or bank account information has changed, or to establish a new Payee for new awardee institutions, please follow the directions below.

To enable Electronic Funds Transfer (EFT) for payments directed to a given Payee, valid entries must be provided for all three EFT Bank Account fields. Click the Edit link for a Payee to enter EFT Bank Account information.

1. Visit our Grants Management System at <https://grants.cirm.ca.gov>
2. You already have an account in our system, with your email as the username. If you have not previously established a password, click “forgot my password” and follow the directions.
3. Once you login, click on AOO in the header menu bar
4. In the table “Manage AOO Project Assignments at CIRM”, you will see 2 new links. Click on the “View/Edit” link for Payees at Your Institution
5. This will show you all Payees at your institution. If you would like to keep all the Payees for all your current CIRM grants, then you need to provide EFT banking information for each Payee even if the EFT information is the same for each Payee. You do so by clicking on “Edit” for each Payee record and then find the section that requests the “Account Type”, “Routing Number”, and “Account Number”. Enter this information and then click “Save”. Our system will do some validations to make sure the information is in a proper format.
6. If you have multiple payees as your institution, you may want to consolidate your Payee contact records into one Payee for your institution. To do so, you would go back to your AOO landing page, and in the same “Manage AOO Project Assignments at CIRM” table, click on the “View/Edit” link for the final row titled “Grant-Payee Assignments at Your Institution”. Here you can reassign grants to different Payees.

CIRM Awards on Which You Are AOO

This section of your AOO page will provide an interactive model for each CIRM award you are assigned as AOO.

1. Column 1
 - a. CIRM Award Number
 - b. Principal Investigator

- c. Program Announcement
 - d. CIRM Science Officer and Grants Management contact information.
- 2. Column 2:
 - a. Project Title
 - b. link to Notice of Award (PDF)
 - c. For milestone-based awards, a list of milestones with their completion or target dates.
 - d. Progress Reports sorted by the original target or due date, reporting period and status. For those progress reports that were previously submitted, you may select the “View” link to see what was submitted³. In this same column you can view Progress Reports that are overdue and see when upcoming due dates.
- 3. Column 3: Displays the status of the award.

Submitted Applications in which you are the AOO.

This section of your AOO page will provide an interactive model for each submitted CIRM application you are assigned as AOO, whether funded or not. Unsubmitted applications where you are the assigned AOO will appear in the “Your Applications” page on the main menu.

³ Financial reports can be viewed by the AOO and PI, but only the Financial AOO (FAOO) can edit and submit them.