

## Streamline of Administration Action Request Form (AARF)

**Subject: Streamline of Administration Action Request Form (AARF)**

To: Departmental Administrators

From: Contracts & Grants and Office for Sponsored Programs

Re: Administrative Action Request Form (AARF)

As part of the Sponsored Projects Administration Business Process Improvement initiative, the **Administrative Action Request Form (AARF)** has been streamlined by removing all Division of Contracts & Grants items, formerly on the right side of the form. This allows users to receive approvals for pre-award and pending award costs in a more timely manner and reduces confusion for users regarding where to send the AARF for approval. The new AARF can be found on the Office for Sponsored Programs website at <http://research.uga.edu/osp/>. This revised form, now only to be used for pre-award and pending award approvals, will be used until a corresponding process is incorporated into the GeaR portal (3-6 months).

This is the first phase in simplifying processes that require prior approvals. Through this initiative, a work team will be formed to develop a process for managing all prior approvals, such as those removed from the AARF (i.e., equipment acquisition, re-budgeting) as well as items that were not previously covered by the AARF (i.e., PI transfers, carry-over requests). This team will evaluate whether prior approval is needed, a method for obtaining approval, who needs to provide approval, and other considerations.

For more information, contact your OSP representative. If you or one or more of your faculty wish to participate in a work team that will determine the best practices for prior approvals, please email Crystal Rogers at [cgrogers@uga.edu](mailto:cgrogers@uga.edu).

If you would like to see more information on this and other current and completed business process improvement initiatives, please click [here](#).