Team Closeout Report

APR Redesign Project: Award Set-Up
Team Leader: Stephanie Gray

➢ Original goal: To reduce by 50% the average award set-up time (from acceptance of a sponsored award to readiness for sending an invoice).

➢ Outcome: Reduction of award set-up time from 113 days to 20 days (82% reduction). The impacts of the shorter time frame are:
  ▪ Significantly reduce research delays.
  ▪ Reduce the need for cost transfers between projects.
  ▪ Timelier financial reports and invoices to sponsors.
  ▪ Facilitates award closeout.

➢ Root causes of award set-up delays:
  ▪ Inefficient workflow between four different levels of offices
  ▪ Lack of automatic reminders and clear communication channels
  ▪ Redundant analysis and checking of award documents
  ▪ Inadequate resources with the necessary prioritization

➢ Solutions:
  ▪ 8 instances of workflow improvements
  ▪ 14 instances of incremental IT improvements
  ▪ 7 instances of training and webpage improvements
  ▪ For more details: http://www.rsp.wisc.edu/APR/awardsetup.html

![Total Days for Award Setup](chart.png)