





Terminated Pre-reviewers and/or Certifiers




This report shows terminated pre-reviewers and/or certifiers assigned to each employee that still have a pending effort form. It is distributed to the RAS directors and can include employees that are not in their RAS unit but worked on sponsored projects belonging to them. This is distributed every 1st weekday of each month. The purpose of this report is to facilitate certification by having the director complete the following:

- 1) Re-assign pre-reviewer/certifier for each employee that is in their RAS unit.
- 2) For employees that are not in the director's RAS unit, inform Cost Studies team of replacements for terminated pre-reviewers and certifiers. Then, the Cost Studies team will re-assign the employee's form immediately to the proper personnel. The newly assigned personnel will then be responsible for either the review or certification of the form (based on action required on the report).

Below are sample email and report sent to the RAS unit.

Terminated Pre-reviewers and/or Certifiers for RAS_MED

 PrcsAtion-ERSReassignPreWork
To  Grasser, Lindsay
Cc  ELORIAGA, MARIA;  Arakawa, Charet Wynn

  Reply  Reply All  Forward  

Fri 2/2/2024 11:42 AM

 We removed extra line breaks from this message.

 RAS_MED.xlsx
27 KB

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Attached is a list showing effort forms that are still pending pre-review and/or certification for terminated employees that worked on your RAS departments. It can include an employee that is associated with either a different RAS Unit or other Non-RAS Unit (per column A – “HR RAS Unit Id & Desc”) but worked on a sponsored project that belongs to your RAS department (per column L – “Award Department Id & Desc”).

Columns “Z” and “AC” indicate specific action needed. Based on the actions required, please add the name and EID of new pre-reviewer and/or certifier for each employee. Kindly re-assign pre-reviewer and/or certifier for each employee that is in your RAS Unit (where column A = your RAS Unit). Then, for those that are not in your RAS Unit, please fill the form with names of new pre-reviewers and/or certifiers, return the report to us, and we will handle the transfers.

Let us know if you have any questions.

Thank you.

Maria Eloriaga
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HR RAS Unit Id & Desc		HR Department		Reporting		Employee		Pre-Reviewed		Certified		Award Num & Desc		Award Department		Principle Investigator Id and Name		Assigned		Confirmed		DEPT_COORD.E		Pre							
Id	Desc	FY	Date	ID	Name	Pre-Reviewed Date	Flag	Flag	Assigned	Certified	Desc	Id	Desc	Investigator Id	Name	Review	PQ Error	EMPID	REV.EMPLID	Rev	AME	PT.Ras_Us	Error	olumn5	DC_Emails	Action	Reviewer	EID: Pre	Certifier New	EID:	
RAS_MED-RAS-Medicine	733025-SOM: Infectious Dis	2022	2/28/2022	[REDACTED]	[REDACTED]	9/8/2022	N		[REDACTED]		0000061577- AREF Agreement	733025-SOM: Infectious Dis	[REDACTED]	[REDACTED]	[REDACTED]	FALSE									lindsay.grasser@emory.edu	lindsay.grasser@emory.edu	Reviewer				Needs Pre
RAS_PH-RAS-Public Health & Nursing	810008-SPH: Earn and Learn	2022	8/31/2022	[REDACTED]	[REDACTED]	11/29/2022	Y		[REDACTED]		0000050716- Georgia Geriatrics	731500-SOM: FPM Admin	[REDACTED]	[REDACTED]	[REDACTED]	FALSE										lindsay.grasser@emory.edu	lindsay.grasser@emory.edu				Needs Certifier