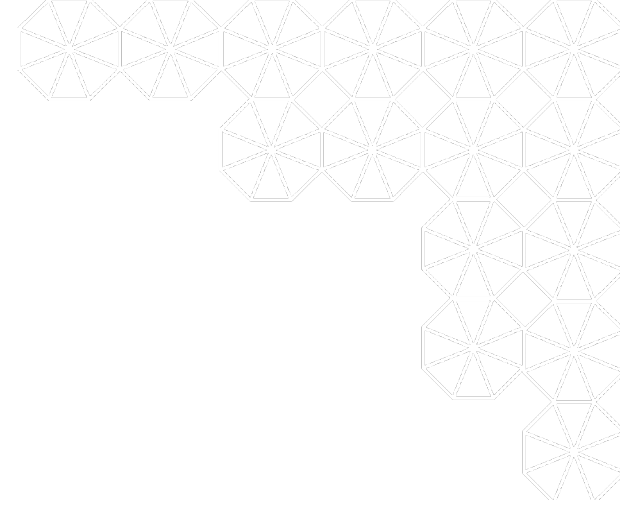# Who *is* RAC IT?

Ken Geis
Froylan Fernandes

Research Administration & Compliance IT

- Why do you want to hear this?

- Meet the team

- Deep dive into Records Management Team

# People

- Dan Percival
- Froylan Fernandes
- Ken Geis
- Nancy Han
- Shelley Sprandel
- Weilyn Tat

# What we do

- point of contact for IT issues in RAC

- communicate policy and guidance
- build/buy/sustain information systems
  - manage vendor relationships

- manage data and records

# Work themes

- integrity and compliance

- run a tight ship

- improve effectiveness of processes

- get more value from data

# Records Management Team (RMT)

- Froylan Fernandes
- Weilyn Tat
- Student Worker (Part Time)

# What do we do

**Award Finalizing**

- Analyse the award record, identifying period of performance and funds received.
- Review any compliance issues and set up new subaward numbers
- Record, finalize and distribute the award documents which include the Phoebe Award Summary (PAS) and finalized award document from the sponsor.

**Create Institutional Proposal Records**

- Create institutional records of all development proposals after CGO's have finalized them
- Upload all related documents – into Phoebe Search

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# What do we do

New Sponsor
- Set up new sponsors in Phoebe and in REMS (UCOP), use 009850 for new sponsors

Reporting
- Scheduled Monthly, Quarterly, Bi-Annual and Annual Reports
- Ad-Hoc reports and other requests for data

Datafeed
- Daily run datafeed and check data integrity of all awards processed that day and cue to be fed to BFS
- Next day, check data to ensure data fed successful and address any rejected records.

## Contact:

What can we do for you?

- Once you receive a distribution, please review the award documents and if you notice a discrepancy, contact us.

- Contact: [ffernandes@berkeley.edu](mailto:ffernandes@berkeley.edu)

- FYI: Any system related issues with Phoebe/ Phoebe Search should be reported to [phoebe-help@lists.berekely.edu](mailto:phoebe-help@lists.berekely.edu)

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