FastPASS – Process Flow

1. **Researcher**
   - Shares relevant FastPASS webpage with Sponsor to ensure they agree with the pre-approved terms and conditions

2. **Researcher**
   - Completes & submits FastPASS Sharepoint form including attaching pricing tool

3. **Operations Team (RGC)**
   - Receives FastPASS form
   - InfoEd record created
   - Sends out Acceptance of Grant form (AOG) to the researcher to complete

4. **FastPASS (RGC)**
   - Contracts Officer assigned to new FastPASS
   - Transfers information supplied in the form into template agreement
   - Saves agreement as protected PDF and sends to Sponsor for signing

5. **Researcher**
   - Completes AOG form

6. **FastPASS (RGC)**
   - Contracts Officer organises for Director to sign agreement
   - Sends fully executed agreement to Sponsor and Researcher and saves to InfoEd/RAMS

7. **FastPASS (RGC)**
   - Progresses critical account setup/management and prepares Budget Release Confirmation (BRC)

8. **Research Finance Service (RFS)**
   - Reviews BRC, then enters the data into NSF and opens the account
   - Notify RGC and CI the finance account is open

9. **FastPASS (RGC)**
   - Sends BRC to Research Finance and CI