Department Contact Maintenance

**OBJECTIVE**: CGA uses the information in Department Contacts to notify individuals associated with a specific department/unit about award activities in their area.

- **It is incumbent upon Departments to keep this Contact information current**
  - Typically, only Supervisors and Managers will be updating the Department Contact information, but this is left to the Department’s discretion.
Department Contacts in BFS - Search

**Navigation:**

- Main Menu > Grants > RA Grants WorkCenter > Contacts

Once you have clicked the **Contacts** link, search by the Department field (which is DeptID #) only.

Be sure to select **Include History**.
Department Contacts in BFS – Contacts Page

- The Contacts page opens to the selected Department

- Approval Authority fields will *not* be utilized

- Be sure to select **View All** to see all current contacts

- Department Contact Details
Department Contacts in BFS – Add/Update Contact

• **Add/Updating a Contact**
  1. Whether you are adding a new contact, or updating an existing contact, always create a new effective dated row by clicking the “+” button under the “Department Contacts As Of” header

*Note: Attempting to update or add a new contact without creating a newly effective dated row will result in a “correct history” error*
Department Contacts in BFS – Add/Update Contact

- **Add/Updating a Contact**
  2. Any changes to the Department Contacts (new contact, update existing contact) should be made to this new effective dated row
     a. Notice that the Effective Date defaults to today's date
     b. A new row is created, with the most current effective dated row identified first
  3. Click the “+” under the **Contact Details** header to create a new Contact

*Note: By amending only newly effective dated rows, historical records remain intact*
Department Contacts in BFS – Update Contact Details

Updating Contact Details
1. Empl ID - drives Job Code, Location and Email field values
2. Job Code – auto-populates from Empl ID selection
3. Location – auto-populates from Empl ID selection
4. Email – auto-populate from Empl ID selection
Department Contacts in BFS – Update Contact Phone

Contact Phone Type

- Will default from Empl ID selection
- Typically, options include:
  - Business
  - Home
  - Cellular
Department Contacts in BFS – Update Contact Type

Select View All for a complete listing of assigned Contact Types.

Open the drop-down menu to select the appropriate Contact Type. If a contact holds multiple Contact Types within a Department (i.e. Dean and Department Manager), click the (+) arrow to add a second row.

Department Contact Types
- Dean
- CAO
- Department Chair
- Department Manager
- CSS – RA Manager
- CSS – RA Supervisor
- Effort Reporting Contact
- Effort Reporting Coordinator
Department Contacts in BFS — Saving Changes

- **Add/Updating a Contact**
  - Once all changes have been made, click the Save button to finalize all changes
Associating Contacts with an Award

• Going forward, the **Post-Award Administrator field** will associate Post-Award Administrators (Department RAs) to an Award

• Phasing out use of the Grants Administrator hyperlink on Award Profile page

The Post-Award Administrator field within the Award Profile will be maintained by CGA, but it is the Departmental RA’s responsibility to maintain the underlying Department Contacts information
Associating Contacts with an Award — Award Profile Page

The Post-Award Administrator field will be used going forward.

The Grant Administrator link will be phased out.
Contracts & Grants Implementation Project

http://controller.berkeley.edu/departments/contracts-grants-accounting

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