Sponsored Program Services (SPS) Anti-Human Trafficking Flow Chart

Participation Identified during PIP/Award Process

**Award Investigator (PI):**
- Complete the PIP Worksheet
- Anti-Human Trafficking involved?
  - Yes: Continue proposal processing without Anti-Human Trafficking Special Review Item
  - No: Record Anti-Human Trafficking on the Special Review tab in Institute Proposal

**Post Award:***
- Award or Amendment Received
  - Does the award or amendment documentation include the FAR clause?
    - Yes: Establish Award in SAP Set Anti-Human Trafficking Flag = Y
    - No: Establish Award in SAP Set Anti-Human Trafficking Flag = N
- Enter completed checklist into Perceptive Content under XXX document type.
- Receive Compliance Plan
  - In SAP grant master data, enter Compliance Plan Flag = Y.
  - Release Grant & Notify RQA of established award
  - Prepare Annual Report if required. Document Annual Report in PC.

**Recruit & Retain:***
- Does the award or amendment documentation include the FAR clause?
  - Yes: Prepare Annual Report if required.
  - No: Review completed Initial PI Compliance Plan Checklist.
  - Is there a Recruitment & Wage Plan?
    - Yes: Notify Post Award to release Grant.
    - No: Is there a Housing Plan?
      - Yes: Prepare compliance Plan.
      - No:Send completed Compliance Plan.

**Leg/Cornell:***
- Is there a Recruitment & Wage Plan?
  - Yes: Prepare Annual Report if required.
  - No: Is there a Housing Plan?
    - Yes: Send completed Compliance Plan.
    - No: Receive Compliance Plan.

**Receive or Amend:***
- Award or Amendment Received
  - Does the award or amendment documentation include the FAR clause?
    - Yes: Establish Award in SAP Set Anti-Human Trafficking Flag = Y.
    - No: Establish Award in SAP Set Anti-Human Trafficking Flag = N.
  - Enter copy of letter and completed checklist to Post Award to be entered into Perceptive Content under XXX document type.
  - Receive Compliance Plan.
  - Share with Post Award.
  - Receive Compliance Plan.
  - Enter into Perceptive Content with XXX document type.
  - Review completed checklist.
  - Since the award or amendment documentation did not include the FAR clause:
    - Is there a Recruitment & Wage Plan?
      - Yes: Notify Post Award to release Grant.
      - No: Is there a Housing Plan?
        - Yes: Prepare compliance Plan.
        - No: Send completed Compliance Plan.
**Sponsored Program Services (SPS) Anti-Human Trafficking Flow Chart**

**Participation identified via Report**

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### Principal Investigator (PI)

- **Review the Review for Anti-Human Trafficking Report.** Check for FAR clause in Award & Amendment documents.
- **Change Grant Anti-Human Trafficking Flag to Y.** Notify RQA.
- **Identify for future review of grant. No FAR clause but meets other criteria.**

### Post Award

- **Quarterly, run the Review for Anti-Human Trafficking Report & send to Post Award for Review.**
- **Receive notification of new grant with Anti-Human Trafficking Flag = Y.** Prepare Pre-PIP Anti-Human Trafficking PI Letter and Initial PI Compliance Plan Checklist and send to PI.
- **Receive completed checklist. Review checklist.** Send completed checklist to Post Award to be entered into Perceptive Content with XXX document type.
- **Review completed checklist.**

### Research Quality Assurance (RQA)

- **Complete Initial PI Compliance Plan Checklist and return to RQA.**
- **Send completed checklist to Post Award for Review.**
- **Check for the FAR clause in Award & Amendment documents.**
- **Send completed checklist to Post Award for Review.**

### Legal Counsel

- **Enter completed checklist into Perceptive Content under XXX document type.** Receive Compliance Plan. Enter into Perceptive Content with XXX document type. In SAP grant master data, enter Compliance Plan Flag = Y. Release Grant & Notify RQA of established award.
- **Is there a Recruitment & Wage Plan?**
  - **Yes:**
    - **Prepare compliance Plan.**
    - **Send completed Compliance Plan.**
  - **No:**
    - **Identify for future review of grant. No FAR clause but meets other criteria.**

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Last updated: June 2020