

NewsFlash!

Please Note: Proposals submitted through KC Pre-Award are automatically routed to the assigned Officer in the Department of Contracts and Grants (DCG). In situations where the DCG Officer listed on the [Route Log](#) is absent, DCG has an internal process that will ensure proper coverage for all proposals. ***Please do not manually “[Ad Hoc FYI](#)” your proposal to DCG Officer(s) as this affects the automated routing process and can delay the proposal from being routed and finalized in KC Pre-Award.*** If you want to send a notification to a DCG Officer not assigned to your proposal, please contact them via phone or [email](#).

If you have questions regarding the routing and approval process for your School, please contact the TARA Help Desk at tarahelp@usc.edu.

If you have questions regarding coverage or DCG access to a proposal, please contact your [DCG Officer](#).