Sponsored Programs Process Post-Award

Award Letter Received

9
IMPORTANT
SP must be notified of ALL awards received in order to complete the award acceptance process.

10
Acceptance of Award: SP & A&F review award and prepares the Award Acceptance Form (AAF) for routing and verifies all required documents are included and completed prior to routing.
Signatures: PI, SP, Chair, Dean, Provost, Budget, Accounting Manager, & University Controller.

11
Kick-off Email: SP sends email announcing award to PI, SP, A&F, AA, Dean, & Chair. This email is sent out once award is fully executed and signed. This email will also include any unique award Term and Conditions.

Post-Award Policies to observe:

- Award Acceptance
- Account Management
- Fiscal Reporting
- Conflict of Interest
- Records Policy
- Cost Sharing (Monitoring)
- Trust Fund Form
- Chartfield Form

15
End of Award: SP communicates award close-out procedures & deadlines w/PI & A&F.

14
Self Audit: SP & A&F to perform self audit annually as appropriate.

13
Throughout the performance period: SP & PI meet to review deliverables, program reporting, & agreement deadlines. SP & PI meet frequently to review expenditures/invoicing, fiscal reporting, & progress on deliverables.

12
Account Set-Up: A&F & SP will setup the PeopleSoft Chartfield Code and prepare necessary award documents. SP and PI develop a check-in plan to review budget and update agreement if necessary.