

## **POST-AWARD GUIDELINES**

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### **General**

The Post Award Office is responsible for the fiscal monitoring of grant awards. This office will help to ensure that expenditures are made in accordance with the approved budget, financial reports and invoices are submitted in a timely manner, and all fiscal matters have been satisfied during the life of the project, including the closeout phase.

### **Project Initiation Process**

#### **Step 1: Award Receipt**

ORGSP receives notification that a proposed project has been selected for funding by the granting agency. Once this notification is received the Post-Award Manager starts the process of project initiation from the start (acceptance of award) to the end (close out of the project).

#### **Step 2: Request Account Number**

The Post-Award Manager will submit to the finance office a request for project account number. This account number will be assigned in order to establish and maintain the project budget.

#### **Step 3: Establish Project File**

The Post-Award Manager will establish a project file that will consist of the proposal, guidelines, initial award document, and any amendments to the initial award document, prior approval requests, correspondence, compliance approval, fiscal transaction forms and documentation of actions taken from the initiation to final closeout of the project. The project folder is representation of the complete history of the project.

#### **Step 4: PI and Post Award Manager Meeting**

The Post-Award Manager will notify the PI of their account number along with a copy of the budget and budget lines and any applicable documents necessary to conduct the project. A meeting between the PI and the Post-Award Manager is scheduled to discuss the fiscal aspects of the project such as procedures for purchases, signatures required and timelines for purchases.

### **Financial and Administrative Reporting to Sponsoring Agencies**

With few exceptions, agencies or organizations sponsoring University research or training projects require some form of financial and technical reporting. Reporting requirements vary in frequency, format, due dates, and detail.

### **Financial Reports**

1. Some sponsors require interim reports, such as monthly or quarterly, for purposes of tracking the financial status of the project and for handling reimbursements due the University.
2. The Office of Research, Grants and Sponsored Programs handles these interim billings or reports in conjunction with the PI or department.

3. On multiple-year projects with federal agencies, the University may be required to request formal carryover of remaining funds from one budget period to the next. Excess balances run the risk of new funding being reduced unless there is a justifiable reason why such balances remain unobligated.
4. The University is required to submit a final report of expenditures generally 60 to 90 days subsequent to the termination of an award. All authorized expenditures and outstanding obligations must be determined and considered in preparation of this report. Accurate, timely, and complete input from the PI and department is essential to prepare this report.

### **Progress Reports**

1. Some sponsors require interim reports (monthly, quarterly or annually) in order to track the status of the project and ensure that the project is being conducted in accordance with the approved scope.
2. The progress report should contain a comparison of actual accomplishments with approved goals and objectives, PIs' research findings, and other data. Recipients generally will be expected to provide reasons why established goals were not met and to identify corrective actions.
3. For most agencies that anticipate funding a project over a period of years, but make incremental awards one year at a time, an annual progress report is required prior to the sponsor's release of the next year's funding.
4. A copy of the final progress report must be submitted to the sponsor in accordance with the terms of the award. A copy must also be submitted to ORGSP.

### **Report Submission**

All required reports will be submitted in accordance with the terms and conditions of the award. Some reports will be required to be submitted in hardcopy to specific persons at the sponsoring agency and others are submitted via the internet.

When electronic submission of reports is required, all PIs must ensure that they are trained in the system for which their report will need to be uploaded. The Post-Award Manager will discuss this requirement during the initial meeting.

**NOTE: The PI is responsible for ensuring that all reports are submitted to the sponsor (with exception of financial reports, which will be prepared and submitted in conjunction with the ORGSP office).**

### **Project Final Closeout**

Closeout of a project means that the period of performance or the time allotted for work and completion is due and it is time to cease expenditures and bring all activities to an end. Closeout also means the submission of all final deliverables/final reports (financial, progress, property, subcontract, patent, etc.). Upon submission of all required documents to the sponsor, the project file is placed in the closed files and retained in accordance with the appropriate retention schedule (normally, records must be retained for three years after submission of the Final Financial Report, or in the case of litigation, records must be retained until final resolution).