

Post Award Guidelines

Project Directors should notify the Office of Research and Sponsored Programs (ORSP) immediately when an award notice is received. The ORSP accountant will direct Administration and Finance office to establish an account number in Banner for an award budget. ***The project director will need this number to spend the award.***

The ORSP will compile an **award packet** which contains the Data Points Sheet, specific requirements from the funding source and other documents which will help answer questions about an award. The ORSP will set up a meeting with the project director and school budget staff to review critical dates and discuss responsibilities. The project director works with her/his school's budget staff to process paperwork required to spend the award money. Ultimately, successful completion of the project rests with the project director who must pay special attention to the report due dates and timeline, and watch that budgets are spent throughout the project period.

*The ORSP will support Project Directors and assist in whatever way we can.
Please feel free to call the Office of Research and Sponsored Programs at X 4844 with questions and concerns.*

Note: All project activities must follow the University policies and procedures, regardless of source of funds. The project director is responsible for initiating action, starting paperwork and so on, connected to a funded project.

- **Travel** requires a [Travel Form](#) and perhaps an [Approval of Attendance Form](#). Please follow University [travel procedures](#).
- **Hiring staff** who will be paid by the grant, requires several forms: a Position Action Form ([PACT](#)), and perhaps a Job Description. If the staff is temporary, then a **TES** is required.
- If the project director or other faculty will be paid from the grant as an **overload**, or with a **summer stipend**, please submit the appropriate spreadsheet to the Grants Accountant.
- All employees working on an externally funded project must complete a [Time and Effort report](#) which identifies the percentage of time spent on a project, and on one's other commitments such as teaching. This report must be "certified" according to federal laws and signed by someone who is in a position to know. That is, faculty members can certify their own commitments, and the faculty project directors can certify student workers on their projects. These reports are kept on file for auditors.
- **Equipment and supply** purchases must be entered into the Banner system by a school representative who has authority to access the account. Requisitions, vendor registration, bid waivers and so on will be processed as needed and requested by the project director.