

Your Proposal Is Funded!...Now What?

Notice of Award

Congratulations! The funding agency will send the P.I. and/or O.S.P. the N.O.A.. There are still a few more steps before you can start spending though!

Department Planning Meeting

While waiting for internal paperwork and negotiations to occur, the P.I. may suggest to have a meeting with their department to plan out the departmental administration details of the award. This will help make sure everyone is on the same page when the time comes.

O.S.P. Sends Contract/Grant Approval Form

The P.I. receives then reviews, initials, signs and routes for other internal signatures. Via this document, the P.I. confirms the correct timeline, statement of work, funding amounts, etc.

O.S.P. Reviews Proposed Award

O.S.P. reviews the award, as needed, for legal sufficiency and other terms such as invoicing requirements and general terms and conditions.

O.S.P. Accepts on Behalf of UCCE

O.S.P. negotiates, if applicable, required revisions with the sponsoring agency and, when final, accepts on behalf of UCCE. The Executive Director of O.S.P. is the official signer for the award and will accept.

O.S.P. Sends Congratulations

Once the award is accepted, O.S.P. will send a congratulatory email to campus officials, your Dean and department chair, as well as sponsored projects accounting and marketing.

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O.S.P. Creates the ST Request

O.S.P. creates the request then sends the document to Sponsored Projects Accounting (SPA). SPA establishes the ST in the financial system.

SPA Creates the Project, Loads the Budget, etc. in the Financial System

After the load, financial system reporting (m-FIN reports) are accessed via the CU-Data tile to track budget vs actuals.

Kick-off Meeting*

The P.I., D.R.A. (departmental research administrator), O.S.P., and SPA will meet to go over the award terms & conditions, roles & responsibilities and answer initial questions.

*Kick-off meeting is dependent on the experience of the P.I., the project team and/or the complexity of the award

Award Start Date!

Finally! The award start date has arrived and spending can begin.

Financial Review and Budget Meetings

At the very least quarterly, preferably monthly, meetings are held or financial reports are shared between the P.I. and the D.R.A. to verify expenses and review budget projections.

Tips for Successful Award Management

Kick-off Meeting and Monthly Meetings

Use the kick-off meeting to broadly discuss the unique budget categories established within the award. Utilize the monthly departmental meetings to reconcile the recently posted expenses and then review the anticipated expenses on the award, throughout the award lifecycle.

Use Existing Resources

Chances are every award action was addressed before. Use the existing resources: CU Procurement Service Center (PSC), HR, Student Employment, SPA website, OSPRI website, O.O.R. website, fellow P.I.'s & staff within your dept., awarding agency website, Uniform Guidance and general networking within faculty and staff.

Overarching Cost Principles

Any financial action conducted with sponsored funds must adhere to Uniform Guidance cost principles. Ask yourself is an expense: Allowable? Allocable? Reasonable? Consistently Applied?