

Pre-award and Post Award Checklist

The information below is designed to provide a summary of the pre-award, post-award, and closeout process. Detailed guidelines for each step of the proposal and award process is provided in '*Guidelines for the Acceptance and Use of Externally Funded Grants and Contracts*' or <http://www.una.edu/sponsored-programs/>

Pre-Award

- Notification: Notify the Office of Sponsored Programs (OSP) of intent to submit a proposal 30 days prior to submission deadline.
- Cost Sharing: If cost sharing is required, notify the OSP of this requirement.
 - Cost Sharing by the Office of Advancement – PI must submit to the OSP a letter of commitment from the Foundation, seven business days prior to the proposal submission deadline.
 - Cost Sharing of \$250,000 or greater requires Board of Trustees approval. PI must notify the OSP of this requirement 90 days prior to proposal submission deadline.
- Budget: Final budgets must be submitted to the OSP, seven business days prior to submission deadline.
- Compliance: PI must submit to the OSP any agency pre-award compliance requirements.
- Documentation: Final proposal, budget, sub-contracts, letters of support and other agency required documentation must be submitted to the OSP seven business days prior to agency submission deadline.
- Submission: The OSP is responsible for the submission of all proposals. Prior to the submission of a proposal, the OSP will review the proposal package with the PI.

Post Award

- Notification: Notify OSP of award. Upon notification the OSP will establish a budget account in BANNER.
 - For awards with multiple PIs, awardees must designate and notify the OSP which PI will be assigned financial and program oversight authority.
- Compliance: Submit and complete all compliance requirements (if applicable)
 - Human Subjects
 - Drug Free Workplace – mandatory on all federal grants
 - Animal Use
 - Conflict of Interest
 - Time and Effort Certification Training – university requirement
 - Review and update compliance training and requirements (if applicable)
 - Memorandums of Agreement
 - Sub-contract Awards

- Time and Effort Certification – complete on a quarterly basis.
- Monitor obligation and expenditure rates, including award end dates
- No-Cost extensions (NCE): NCE are requests to extend the period of performance beyond the original proposed award end date. If a NCE is necessitated, NCE requests should be submitted to the agency no less than 60 days prior to the award end date. Contact the OSP for guidance on the submission of NCE.
- Budget Revisions: Revisions to agency approved budgets must be approved by the sponsor. Contact the OSP for assistance.
- Maintain and Secure data
- Documentation: PI's must submit a copy of all progress and final reports to the OSP

Award Closeout

- Within two years of award end date, PI's must expend indirect cost monies that have accrued to them.
- All data must be stored in a secure location. PI's must ensure destruction of data within agency guidelines.