

## Managing Your Award

If you are notified of an impending award, here are some things to do before your grant award is received:

- Make preparations in your department regarding space, administrative assistance, time allotment
- Study spending guidelines in OMB Circular A-21, university spending guidelines and state guidelines
- Check with your department to see who is responsible for preparing expenditure requests
- Learn requisition preparation and procedure
- Set up shadow accounting system
- Obtain access to Banner Financial System
- If there is payroll in your award, speak with HR on how to hire staff
- Set up appointment with Office of Sponsored Programs for implementation Orientation
- If you plan to hire consultants, speak with Purchasing on the process
- If you have committed university resources for cost-share, be sure that those items, funds, space etc., are available and documentation such as account numbers prior to the Post-Award meeting
- Remember, it is best to receive your award document before beginning expending funds, you may not be reimbursed
- Before expenses may be incurred on any grant or any contract sponsored by external funds, the Office of Sponsored Programs should have an award document which commits the sponsor to a specific dollar amount of funding and states the specific start date of the project and its duration. Without the award document, it is not possible to obtain an account number from Business and Finance
- Once the Office of Sponsored Programs receives the award document, then you will be notified of a post-award meeting and your account can be set up
- At that time, you may notify your department and begin expending your funds
- Remember, if you hire personnel, don't allow them to begin work until you have written approval from HR
- Make sure that the level of effort built into your proposal is what you are reporting on your time and efforts. If there is a significant difference, notify your sponsor and get approval for the adjustment.