

Monitoring Your Grant Progress

During the Grant

- Talk/meet often with Business and Finance to reconcile your account
- Monitor expenditures and alert the Business and Finance office if budget revisions will be needed.
- Remember, you only have **90 days** to move erroneous expenditures from your grant without raising a red flag.
- Review your objectives quarterly to make sure that you are on target. If you cannot produce measurable results to report.
- Utilize available resources on the sponsored programs website
- Renew your IACUC or ITB protocol as required. Contact Compliance Office in the Office of Sponsored Programs
- Make sure you are spending funds as they are approved by the funding agency and that your requests are allowed.
- Plan ahead if budget changes or an extension is needed. Sponsored often have deadlines for accepting these if approval is required.
- Backup your data and keep it in a safe, remote location
- If you remotely believe something you have created may have some intellectual property potential, contact the Compliance Office at 3823
- Write another proposal to continue the work. Plan up to 9 months ahead.
- Contact Sponsored Programs at least a month before planning to submit your next proposal
- Ensure your collaborators/sub recipients/contractors have completed their scope of work and have invoiced the university within prior to the performance end date.