

The Post-Award/Non-Financial Office is responsible for assisting with pre-submission budgets as needed as well as post-award program implementation and close out issues. The Post-Award/Non-Financial office offers the following services in support of ECSU faculty and staff who have received support for research for federal, state, or private agencies and organizations:

- Reviews grants and contacts and prepares them for signature of the authorized official at the university;
- Informs Principal Investigators and the Office of Business and Finance of the terms and conditions of awards;
- Coordinates Post-Award implementation meeting;
- Reviews correspondences from awarding agencies and disseminates information accordingly;
- Generates subcontracts and contract for personal and professional services;
- Assists Sponsored Programs Director and Title III Coordinator with administrative duties;
- Administrates department budgets;
- Reviews all Title III expenditure requests for program compliance;
- Liaison for grant awardees and Post-Award Accounting in Business and UNC-General Administration;
- Creates ECSU magazine article information for sponsored projects;
- Provides sponsored project activity reports for internal and external inquiries;