

Procedures for Award Implementation

NOW THAT YOU'VE RECEIVED YOUR AWARD AND GRANT NUMBER, WHAT'S NEXT?

- Review your sponsor requirements before attending the Post-Award meeting.
- Make a note of special terms and conditions and review them with Post-Award staff
- Determine where file will be housed and who will be responsible for maintenance of file
- Attend Post-Award meeting with Sponsored Programs, Business and Finance and other administrative staff (to be determined by Sponsored Programs)
- Receive implementation orientation and account number
- Spend funds according to approved agency budget
- Seek assistance from the Office of Sponsored Programs to resolve technical issues during implementation
- Seek assistance from the Office of business and Finance to resolve financial issues during implementation
- Prepare to close out grant 90 days prior to end project
- Review project progress to determine if additional time is needed
- Submit close-out reports according to agency guidelines