

Post Award Departmental Procedures (Best Practices)

Step 1: Check the NOA (or whatever correspondence the PI has received) to confirm the budget and look for any special Terms, deadlines, requirements

- Compare the budget with the budget and budget justification that was originally submitted with the proposal
- Calendar relevant deadlines for yourself
- Bring up concerns to PI at this time

Step 2: Have PI, or you, let OSP know, if they don't already! (this will initiate the process of ultimately getting a ST)

Step 3: Assist Faculty with completing Contract Approval Form. The PI will get from OSP (or just stay in the loop at least; have the PI copy you on correspondence with OSP)

- The form requires a department ST for project over spending and a finance admin signature
- This is multiple pages – your PI might ask you questions/need your help!

Step 4: Attend OSPRI's kick off meeting (includes Jackie, your SPA rep, the PI, department/research admin)

- “Bring” (these meetings are virtual) your notes from your review of the NOA and Terms & Conditions (T&C), and the original budget and budget justification (these are going to be your primary reference documents moving forward).
- Listen for any discrepancies, requirements you may be involved in, important dates*, and when financial reports are due that you may need to help your PI.

*Dept/Research Admins don't usually get involved with IRB and other narrative reporting requirements unless there are financial components required.

- SPA needs to confirm/provide all financial data sent to external parties
- SPA is responsible for Federal Financial Report (FFR)
- OSPRI is responsible for the Invention Report

STEP 5 – AND YOUR MOST IMPORTANT PIECE (and this meeting could happen as soon as your faculty has announced they've received an award)

Hold your own POST AWARD SUPPORT PLANNING MEETING with your faculty/PI:

- The purpose is to understand their timeline and their needs. They often want or need to get going on the requirements right away – hiring, purchasing, traveling, meeting with consultants – but they won't even have a speedtype yet!
- See this checklist of answers to get and questions to discuss with them during this meeting!
<https://vcf.uccs.edu/sites/default/files/inline-files/Post%20Award%20Planning%20Meeting%20Form%20%28002%29%20%281%29.pdf>

STEP 6 – READY, SET, GO (according to the PI's needs/timeline).

Keep the budget and budget justification handy and remember, no spending before or after official performance period of grant award!

Notes re common needs:

New Hires/Searches: Need job description from PI and budget first, follow HR or Student Employment hire procedures from there. A search can be started before a ST is assigned, contact Melinda Hamilton for temp ST.

Contractors: If individual, need Scope of Work from PI first (negotiated with Contractor before you begin the process). It's a lengthy process with ES and PSC, could take min. 2 weeks start to get PO in place – CONTRACTORS WILL NOT BE PAID FOR WORK DONE BEFORE PO APPROVED BY PSC – THIS IS IMPORTANT! Generally here's the process:

- 1) create SOW (PI and contractor)
- 2) set up Supplier (contractor) in CU Supplier (Depart Admin)
- 3) Route SOW for signing and to Employee Services (ES) (Depart Admin)
- 4) Once SOW is approved by ES, begin requisition in Marketplace, attach signed SOW
- 5) Once requisition is approved, you have a PO – work may begin!
- 6) Notify Supplier of the invoice process and PO number. **(IMPORTANT: invoices dated outside of the approved PO will be denied and unpaid, pay attention to this!)**
- 7) Make sure PI approves all Supplier invoices before you process them for payment
- 8) submit invoices to PSC for payment

If contracting with a company, create SOW **but this does not need to be approved by ES**, instead it is just attached to your PO requisition (skip 3) ... will save you some time

If your Contractor is named specifically in the grant, your life is easier, the procurement process is quicker! Just be sure to state that in the PO requisition and attach the budget justification showing that.

As always, consult latest procedures posted on the PSC website for [Hire An Independent Contractor \(Scope of Work\) | University of Colorado \(cu.edu\)](#)

Other Procurement: Follow Department and PSC procedures – if under \$5,000 use your p-card UNLESS WE HAVE A MANDATORY CONTRACT RULE (like for computers and office supplies)! And these purchases must be allowed on their approved budgets (generally).

Study Subject Payments: If using Online Coordinators (3rd party site) complete this form first and have it signed by the Controller's office <https://vcf.uccs.edu/sites/default/files/2024-04/Study%20Subject%20Online%20Coordinator%20Form.pdf>

If they want to use gift cards, Gift Card program must be set up in advance, see process/forms <https://budget.uccs.edu/uccs-controllers-office/purchasing-and-donations/gift-cards>

More information/options can be found here for paying study subjects

[PSC Procedural Statement: Study Subject Payments | University of Colorado \(cu.edu\)](#)

Cash payments are acceptable for in-person studies but will require a Petty Cash account to be set up – follow department and PSC procedures. Also, if the PI intends to pay them more than \$100 there are extra steps (of course) – like collecting W9s from each person!

Subawards: If yes, and already named in the budget, follow these initial steps:

- 1) Complete OSP's form on their website to **Request a Subcontract Agreement** (do this with the PI, there are lots of questions you cannot answer), then send to OSP
- 2) OSP prepares and routes subcontract directly to the subawardee
- 3) Subawardee institution is a "Supplier" and must be registered as a CU Supplier – see PSC to initiate that process (see approved subaward agreement, should have all the info you need there)
- 4) Once Agreement fully signed between UCCS and subawardee, create a requisition in Marketplace specifically for SPOs for Subawards. Attach signed subaward agreement from OSP. **IMPORTANT: LINE 1 OF PO (1ST 25K USE ACCONT CODE 492600, 2ND LINE >25K USE ACCOUNT CODE 492601) ask your Sponsored Projects Accountant for additional account codes if you have more than one subrecipient.**
- 5) Once PO is approved, let the subwardee know they can start billing under that PO number
- 6) There are certain procedures to follow for invoicing from the subwardee – see SPA guidance here: [Subrecipient Monitoring Procedures 6-2023.pdf \(uccs.edu\)](#) – there is a specific Invoice form that needs to be approved by the PI and submitted to PSC with the invoice for payment

Travel: Follow Department and PSC TRAVEL procedures. To help with flight arrangements and expense reports, you'll need to be listed as travel/expense delegate, so set that up with your PI. If they travel will travel frequently, get them a travel card for all their expenses. If not, you can pay for their conference registrations on your p-card, their airfare can be direct charged to the ST in Concur, and their lodging will need to be reserved and covered by them personally (they are reimbursed AFTER the trip with an expense report). Travel must be budgeted in their project generally and must occur within the performance period of the grant.

REMAINING STEPS/PROCESS:

- Review the financial detail monthly to make sure expenses aren't there that shouldn't be! Send monthly reports to PIs (electronically) – the Summary of Revenue and Expenses report and the Financial Detail report are the ones I use.
- Reconcile and forecast the budget with PI each year (updating actuals and salary and fringe rates for multiple year projects when applicable).
- Close Out: When you start getting the 90-60-30 days notices about the project ending – MEET WITH THE PI and check the budget to make sure all on track, make any salary adjustments before the project ends, make any justifiable final purchases, and process final invoices and travel (for services, supplies, travel WITHIN THE PERFORMANCE PERIOD). Watch the financial detail and communicate with SPA (including PI), when all expenses are accounted for and project can be closed (normally this must be done within 30-60 days, so pay attention!)
- IF A NO COST TIME EXTENSION IS NEEDED to complete the project deliverables, the PI must complete the Institutional Prior Approval Request form (Part B) on OSPs website under Forms. Do this at least 30 days prior to the project's end date (but check the grant's Terms and Conditions for other requirements or a specific date by which to request).
- Remember, on grants, expenses must meet **The 5 Tests of Allowability: Allowable** (per federal rules), **Allocable** (specific to supporting the grant objectives), **Reasonable** (prudent person would purchase), **Timely** (within the grant's performance period), and **Consistently Treated** (with policies of THIS University).

- DOCUMENT, DOCUMENT, DOCUMENT – always! (as if someone 3 years from now will need to understand the details and you maybe wouldn't be here to explain).

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