

Post-Award Check List

- ___ NOGA from Office of Sponsored Programs (OSP)
- ___ Review with OSP Pre-Award Specialist for clarification
- ___ Ensure that your understanding of the award, budget and program matches that of the PI & OSP
- ___ Review University guidelines & PI responsibilities
- ___ Train PI & Staff on Spreadsheet input, how to save, read etc.
- ___ Set up salary & subaward encumbrances
- ___ Be sure that F&A on spreadsheet is correct and includes the correct categories
- ___ Act as an active liaison between PI & university Departments & Sponsor
- ___ Be accountable to PI & Sponsor and hold University Departments accountable to PI & Sponsor
- ___ Prepare Invoices to Sponsor if required
- ___ Reconcile spreadsheet against Banner reports monthly. Enter actual expenditures, relieve encumbrances and ensure that all appropriate expenses are applied or investigated.
- ___ Initiate close out procedure for grant when it is coming to an end. Send out notices to PI 90, 60 and 30 days before grant ends to provide them information and opportunities for Post-Award to take action with the sponsor on their behalf.
- ___ Prepare Final Expenditure Report