

POST-AWARD INFORMATION FOR PIs

You've received a notice that your proposal has been funded. Congratulations! Now, you may be thinking, "What happens next?" Typically, once your award has been signed by S&T and your sponsor, you'll receive an award letter from OSP. The letter will provide a few details such as the amount and the start and end dates, and it will tell you to watch for your Grant Award Summary (GAS).

Award Setup:

Within a few days after you receive the award letter, your Post-Award accountant (OSPA) will set up the project in the People Soft grants modules and send you the GAS via email attachment. Take a moment to review the email and GAS. The GAS contains several pieces of important information you'll need during the life of your grant, including the MoCode that allows you to begin spending. If your project involves human subjects research or animal research, IRB/IACUC approval (or a determination that your project is exempt) must be received prior to OSPA issuing your MoCode. Spending can begin on the start date indicated on the GAS, or, if you have been told that pre-award spending is allowed, 90 days prior to the start date. The GAS also contains the name of the OSPA assigned to your award, the overall budget, and cost-sharing information, if applicable to your award. You'll also receive a copy of the final approved budget (attached to the GAS email) and any special instructions for successful award management. For example, some agencies require receipts, prior written approval for international travel or specific expenses, or allow no deviation from the approved budget.

Award Spending:

In your department, staff will be able to assist with the hiring of any research staff members (GRA, postdoc, etc.) that were proposed in your new award. They'll also be the point of contact for P-card processing and other forms of procurement, and they should provide you with a monthly statement of expenses on your project during the life of the award. On the OSP side, your OSPA will invoice the sponsor for your project, typically monthly or quarterly. You may request inclusion on the invoice distribution emails, although it's not our standard practice to do so. Your OSPA may contact you if there are project reports due with the invoice or if tasks must be completed in order for billing to be accomplished. They will also let you know if any difficulties arise with collections, particularly if you might be a better point of contact with the agency. If specific questions or issues arise regarding grant management, be sure to contact your OSPA. They're always happy to help.

Annual Reporting:

Some projects will have significant annual reporting. If that reporting requires any financial data or a specific financial report, your OSPA will provide the data to you or will complete the financial portion of these reports.

Required Training:

Some projects will require specific training. If your project has a Responsible Conduct of Research (RCR) requirement, everyone paid on the project will need to complete RCR training. OSP runs a monthly report that lists everyone paid on these types of grants, and emails are sent to everyone involved requesting that they proceed to the CITI site for training (<https://about.citiprogram.org/en/homepage/>).

Export Controls:

If your project requires export controls (governed by Export Administration Regulations or International Traffic in Arms Regulations), a Technology Control Plan (TCP) must be in place prior to commencing any

work on the project. Our Compliance Manager will work with you to develop an effective TCP. OSP will need a list of everyone (paid or unpaid) who will have access to the export-controlled materials or who engage in the export-controlled activities, as well as proof that each individual is a “U.S. Person.” In addition, all project personnel will be required to take export compliance training through CITI Program. At a minimum, this will include the “Introduction to Export Compliance” module, but OSP reserves the right to require additional training modules, depending on the nature of your project and the export control requirements. Our Compliance Manager will review your project and inform you of the specific training requirements for project personnel. OSP will need to confirm that all project personnel have completed the required training through CITI prior to issuing the project MoCode/GAS.

Annual Re-certification:

If you have a project that was vetted through the IRB process, there is an annual renewal process for maintaining that approval. Your OSPA will remind you to apply for renewal.

Changes:

Your OSPA is the point of contact for changes to your grant agreement. Types of changes might include budget revisions, changes to the scope of the project, changes in key personnel, extended deadlines, etc. To receive the forms for No-Cost Time Extensions (NCTE) and Budget Revisions please contact your OSPA.

Award Closeout:

When the period of time provided to complete the project has elapsed or the award is fully spent, your OSPA will send an email to you that details specific information about the financial data and expenditures on the project. Your approval via return email will certify the project for closing. If the project is Fixed-Price, there may be a balance to distribute. Some agencies require numerous closeout documents, and your assistance may be needed to complete some of these items (for instance, patent reports, disclosures, or asset tracking). Your OSPA will be in touch if information is needed on these types of items.

The information above covers just a few of the most common scenarios you may encounter as you conduct your project. Should other issues or questions arise, always feel free to reach out to OSP. The world of grant management is complex, and OSP staff will be more than happy to assist you in navigating the nuances of sponsored research. Best wishes for success on your research project!

References

Accounting Policy and Procedures Manual (APM)

<http://www.umssystem.edu/ums/rules/apm>

Award Closeout

[*APM 60.07.01, Allowable Costs and Cost Principles — Certification*](#)

[*APM 60.20 Closing Sponsored Awards*](#)

Award Set-up

[*APM 60.35 Establishing an Award*](#)

Business Policy Manual (BPM)

<http://www.umssystem.edu/ums/rules/bpm>

Collected Rules and Regulations

http://www.umssystem.edu/ums/rules/collected_rules/

[Human subjects \(IRB\)](#)

[Animal subjects \(IACUC\)](#)

[Radiation and Biosafety](#)

Effort Verification

[*APM 60.32, Effort Verification Reports*](#)

Intellectual Property and Copyrights

[*Collected Rules and Regulations, Chapter 100*](#)

Please contact Keith Strassner at kdstrass@mst.edu for further information.

Research Misconduct

[*Collected Rules and Regulations, Chapter 420*](#)

Subrecipient Monitoring

[*Policy APM 60.85, Subrecipient Monitoring Procedures*](#)