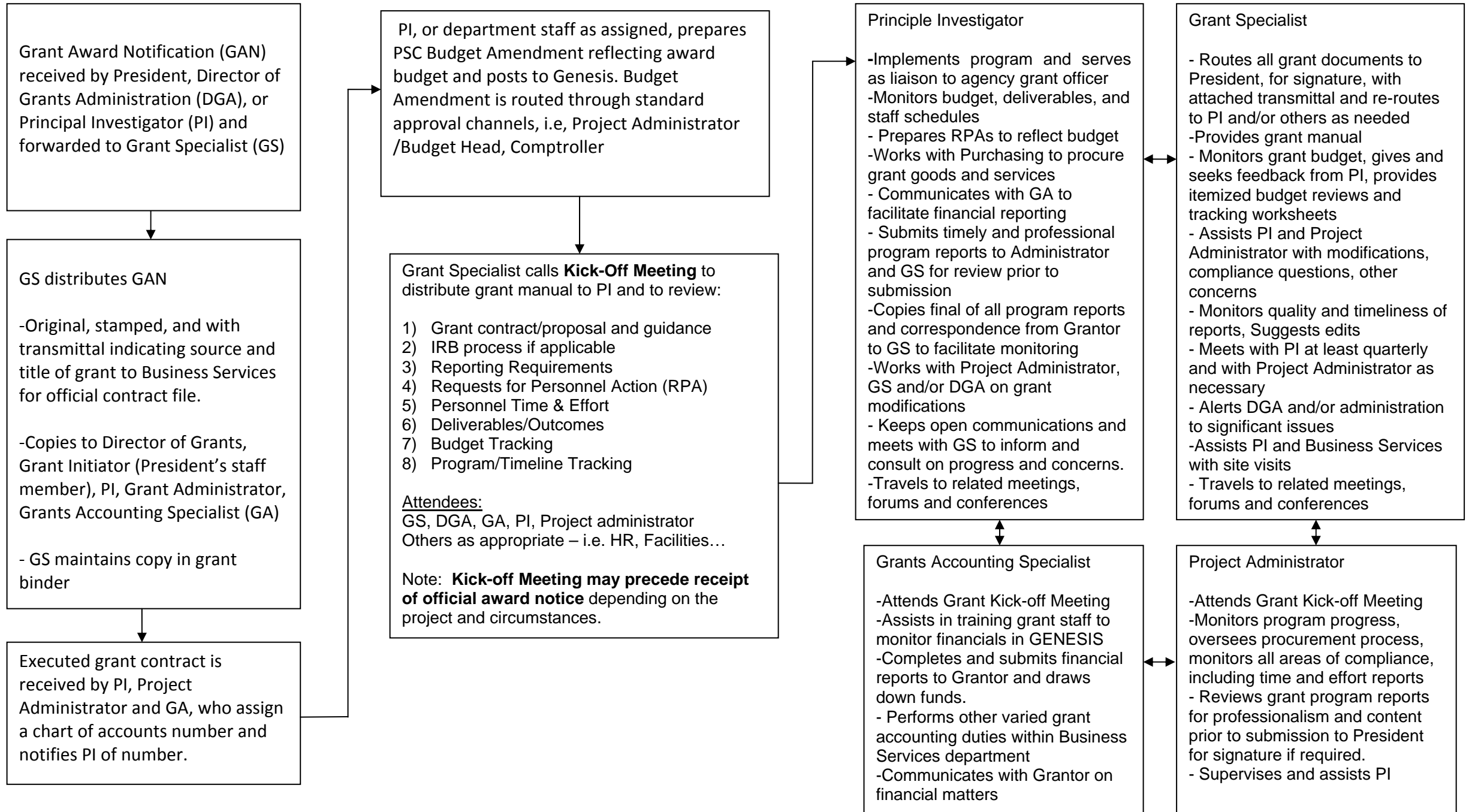


PSC Grants Post Award Process



Grant Award Notification (GAN) received by President, Director of Grants Administration (DGA), or Principal Investigator (PI) and forwarded to Grant Specialist (GS)

GS distributes GAN

- Original, stamped, and with transmittal indicating source and title of grant to Business Services for official contract file.
- Copies to Director of Grants, Grant Initiator (President's staff member), PI, Grant Administrator, Grants Accounting Specialist (GA)
- GS maintains copy in grant binder

Executed grant contract is received by PI, Project Administrator and GA, who assign a chart of accounts number and notifies PI of number.

PI, or department staff as assigned, prepares PSC Budget Amendment reflecting award budget and posts to Genesis. Budget Amendment is routed through standard approval channels, i.e, Project Administrator /Budget Head, Comptroller

Grant Specialist calls **Kick-Off Meeting** to distribute grant manual to PI and to review:

- 1) Grant contract/proposal and guidance
- 2) IRB process if applicable
- 3) Reporting Requirements
- 4) Requests for Personnel Action (RPA)
- 5) Personnel Time & Effort
- 6) Deliverables/Outcomes
- 7) Budget Tracking
- 8) Program/Timeline Tracking

Attendees:
GS, DGA, GA, PI, Project administrator
Others as appropriate – i.e. HR, Facilities...

Note: **Kick-off Meeting may precede receipt of official award notice** depending on the project and circumstances.

Principle Investigator

- Implements program and serves as liaison to agency grant officer
- Monitors budget, deliverables, and staff schedules
- Prepares RPAs to reflect budget
- Works with Purchasing to procure grant goods and services
- Communicates with GA to facilitate financial reporting
- Submits timely and professional program reports to Administrator and GS for review prior to submission
- Copies final of all program reports and correspondence from Grantor to GS to facilitate monitoring
- Works with Project Administrator, GS and/or DGA on grant modifications
- Keeps open communications and meets with GS to inform and consult on progress and concerns.
- Travels to related meetings, forums and conferences

Grant Specialist

- Routes all grant documents to President, for signature, with attached transmittal and re-routes to PI and/or others as needed
- Provides grant manual
- Monitors grant budget, gives and seeks feedback from PI, provides itemized budget reviews and tracking worksheets
- Assists PI and Project Administrator with modifications, compliance questions, other concerns
- Monitors quality and timeliness of reports, Suggests edits
- Meets with PI at least quarterly and with Project Administrator as necessary
- Alerts DGA and/or administration to significant issues
- Assists PI and Business Services with site visits
- Travels to related meetings, forums and conferences

Grants Accounting Specialist

- Attends Grant Kick-off Meeting
- Assists in training grant staff to monitor financials in GENESIS
- Completes and submits financial reports to Grantor and draws down funds.
- Performs other varied grant accounting duties within Business Services department
- Communicates with Grantor on financial matters

Project Administrator

- Attends Grant Kick-off Meeting
- Monitors program progress, oversees procurement process, monitors all areas of compliance, including time and effort reports
- Reviews grant program reports for professionalism and content prior to submission to President for signature if required.
- Supervises and assists PI