

Post-Award Policies

The Office of Sponsored Programs (OSP) and Office of Restricted Funds Accounting will be your chief contacts in the post-award phase of your project for questions related to budget forms, account numbers, transfers, payroll, etc.

After an award has been made, changes affecting items such as the budget or the award period are sometimes necessary. While there is some consistency in federal agency regulations regarding post-award changes, each agency does have its own rules. Awards from non-federal sponsors are also governed by rules specific to each sponsor. Therefore, should a post-award change be required, the Project Director (PD) or Principal Investigator (PI) may refer to the sponsor regulations or OSP (6811/6817) with specific questions about the change.

When OSP receives an award document from a sponsor, the document is sent to the principal investigator or program director with a letter. The PI/PD should examine: statement of work, budget (indirect costs matching, release time, reporting requirements, re-budgeting restrictions, required sponsor prior approvals, patent and copyright terms, if applicable, submission dates for continuation or renewal proposals and other provisions. He or she should communicate any objections or questions to the Director (6811) or Associate Director (6819) of OSP for discussion and negotiation with the sponsor.

Awards from the funding agency to the University must receive prior review of all terms and conditions by OSP, regardless of the type of sponsor. OSP is responsible for negotiating appropriate remedies if an award fits into any of the following categories: 1) it contains provisions that are incompatible with the University's policies on sponsored activities; 2) it is inconsistent with government-wide regulations for universities; 3) it fails to include all the elements agreed upon prior to an award; or 4) it requires modification to conform to a PI's needs. OSP must also have on file the signed review and approval letter from the PI. The Office of Sponsored Programs, Office of Restricted Funds Accounting and the Principal Investigator should have copies of the Notice of Grant Award.

Time and Effort Reports

Time and effort reporting is for the purpose of determining the total amount of effort allotted to a funded project by the key personnel (example: principal investigator, director, and other professional staff). The Office of Sponsored Programs has developed a Time and Effort Reporting System whereby the principal investigators who have federal or state funds must complete a report (each semester for faculty, and each month for staff) and list the time committed per grant. The principal investigators and all other personnel are required to sign off on the time and effort report. Whenever the percentage of effort changes for a particular project during the semester, the principal investigator should notify the Office of Sponsored Programs. The Office of Sponsored Programs is responsible for retaining sponsored time and effort reports.

Principal Investigator Interview

A conference between the PI and/or Program Director and OSP will be needed to make certain PI's/PD's are aware of and agree to carry out their responsibilities to Delaware State University and to the Sponsor while participating in sponsored activities.

Budget Processing

Once the Office of Restricted Funds Accounting establishes the budget and provides all pertinent information to the Principal Investigator (PI) through the Office of Sponsored Programs, it is essential that the PI review the University's policies and procedures regarding purchases/expenditures. The PI's handbook incorporates most policies and procedures regarding spending of grant funds. Additional information can be obtained electronically by visiting the Office of Restricted Funds Accounting and Human Resources web pages.

No-Cost Extension

Requests to extend the award termination date without additional funds should be sent to the representative at the funding agency with copies to the Office of Restricted Funds Accounting, and OSP. Request for a no-cost extension should be accompanied by an

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explanation of the need for a one-time extension and brief statement of how the residual funds will be used during the requested period of extension.

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