

Post-Award Administration

Once a grant funded project has begun, the **PI** is responsible for a number of administrative and reporting tasks as well as for renewing required certifications.

Study Conduct

- General Project Management
- Performing funded activities
- Complying with financial record keeping and reporting requirements, e.g., tracking time and effort, keeping receipts, etc.
- Retaining records
- Submitting supplemental budget applications (if needed)
- Participating in Audits (if applicable)
- Preparing Appeals (if applicable)
- Returning grantor property (if applicable)

Recipients must submit a variety of reports during the lifecycle of a grant. These reports will be based on individual award requirements. All reports must be accurate, complete, and submitted on time.

Reporting

- Reporting changes to project and activities
- Submitting progress reports
- Submitting invention reports (if applicable)
- Preparing & submitting closeout documentation

Certifications

Studies involving human subjects require annual IRB certifications and those involving animals require IACUC approval every 3 years.

The roles of the Grants Office and THRE Finance do not end with Award negotiations. Each plays an ongoing part in successful grant administration.

Grants Office

- Submits Time and Effort sheets to accounting
- Assists with Financial reports
- Revises budgets and re-applies for grant in cooperation with PI/PM (if applicable)
- Participates in & assists with audits.

THRE Finance

- Ensures:
 - funding is received according to the grant;
 - time sheets and other documentation are gathered;
 - policies and laws governing financial grant management are followed Pays out awarded funds
- Prepares & submits financial reports

Post-Award Administration

- Returns excess funds to grantor
- Serves as primary contact for A133 Grantor audits
- Submits appeals for adverse post-award decisions
- Affects internal/external grant transfers