



# Office of Sponsored Programs

SOUTHERN UNIVERSITY AND A&M COLLEGE

## Post-Award Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Post-Award phase represents the part of the grant lifecycle when the award is approved for funding. It provides key resources to new and seasoned PI's to assist in getting the award sent to accounting for set up. The Post-Award Specialist assists Principal Investigators/Project Directors with preparation and submission of all documents to accounting for an account number to be established. Let's get started. 😊

### Post-Award Process

Ever received funds for a project before at Southern University?	If so, and you are aware of the process, Great!	If not – Please contact the Post-Award specialist at 225-771-4511 to schedule a Post-Award Orientation session.
What happens once your award is received?	If the award is sent to you, immediately forward it to <a href="mailto:OSP@subr.edu">OSP@subr.edu</a> and it will be sent to legal for review. Your file will also be pulled and reviewed to determine if all needed documents are there. We will also request the Budget and Position Number assignment form at this time.	If it was sent to OSP, it is required to be sent to the legal team for review before anything can be signed. Your file will also be pulled and reviewed to determine if all needed documents are there. We will also request the budget and Position Number assignment form at this time. You can go to <a href="http://www.subr.edu/osp">www.subr.edu/osp</a> and click on the Post-Award tab for the forms needed.
What happens once my award is sent to legal for review?	Once legal has reviewed the award and no issues are found, then it will either be sent to the President to sign and send back to the agency for final execution or if it is over \$300,000.00, then it will be added to the Board agenda for approval at the next board meeting. Once approved by the board, it is sent to the agency for final execution.	If it returned with concerns, the contract is returned to the agency so the concerns can be addressed. Once both parties agree with all terms, then it is sent to the President for signature and then returned to the agency for final execution, unless it is over \$300,000.00, then it is added to the Board agenda for approval at the next board meeting. Once approved by the board, it is sent to the agency for final execution.
What happens once the award is received fully executed?	Once the fully executed award is received back from the agency and we have all documents needed, then it is packaged and sent to accounting for final set-up and account number issuance.	Once the fully executed award is received back from the agency and we do not have all required document, the post-award specialist will follow up with the PI to obtain the required documents.
What happens once all documents are received?	The award package is sent to accounting to set up an account number.	If all documents have still not been received, the post-award specialist will continue to try to obtain the required documents via phone calls and emails. <b>The award can not be sent to accounting without all the required documents!</b>

What happens once the award is sent to accounting?	If everything needed is in the packet, accounting will assign an account number and send an email with it attached. Congratulations, you can start spending!	On occasion, accounting may need something to be clarified or provided. At that time the Post-Award specialist or the PI may need to respond.
The award is set up and now you need to do a budget revision. What do you do?	If you are moving funds amongst already funded categories, then you go to <a href="http://www.subr.edu/osp">www.subr.edu/osp</a> , post award tab, then find the budget revision form and complete it and send it to the Post-Award Specialist for review and submission to accounting.	If you realize that you need to move funds into a category that was not previously approved for funding, contact the Post-Award specialist to determine if you can do that without getting approval from the agency or not.

## ***Post-Award Orientation***

Contact PI to schedule orientation.	When PI comes in, introduce them to OSP Staff.	Y	N
Ice Breaker	Find out a little about the PI, like what department they are in, how long they have been at Southern, have they ever done research before, etc.		
Discuss website	Inform the PI about our website and give them the address <a href="http://www.subr.edu/osp">www.subr.edu/osp</a> and pull it up for them to see it.	Y	N
Discuss Initial Budget Form and Justification	Pulled up the budget form and showed them what they need to complete.	Y	N
Discuss Position Number Assignment Form	Pulled up form and showed PI briefly how to complete the form.	Y	N
Discuss the routing form and Match and Release Time	Discuss and make sure we have the proposal and routing form with PI and make sure the routing form is signed. Also, if there is match or release time, make sure that we have the approval letter on Department letter head and signed by the Dean or Chair Person or Vice Chancellor in the file, because the award can't be processed without it.	Y	N
	<b>REQUIRED POST-AWARD DOCUMENTS</b>		
Initial Budget Form		Y	N
Justification		Y	N
Award Set-up Form		Y	N
Position Number Form	Will it be Summer or Academic year? If it's approved for summer and you want to change it to academic year, then you have to make a request for it to be changed.	Y	N
Salary increases or decreases	If you do a revision and you are increasing or decreasing salaries or fringe, you MUST indicate in your justification whose salary and fringe are being reduced/increased and by how much per person or position, if the position is not filled.		