## V. Award Acceptance & Account Establishment

v. Award Acceptance & Account Establish		711L																											
Responsibilities	Ы	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	<b>Grad School Dean</b>	<b>Gov Relations</b>	Human Resources	RRT	<b>ROC/Grants Admir</b>	Facilities Mgt	Payroll
Pre-Award																													
1. Request pre-award accounts, if necessary	Р			Т					Т	Ι				Τ													S		
2. Approve commitment of funds for pre-award account		Р	Р	I	Р				I	I																			
3. Review and approve pre-award account request (type of award, start date, IACUC/IRB, research safety)		Р	Р	Р	Р				s	I																			
4. Establish pre-award accounts						<b>[</b>			Ι	Р																			
Grant Acceptance and Account Set-Up																													
1. Receive award notice for grant	S			S		0			Р																				
<ol> <li>In the event of an unanticipated award (proposal not submitted through OSP), evaluate whether award is sponsored project and pair up with proposal</li> </ol>	I			Ρ		0		Ρ	Ρ																		Ι		
3. Pair up with award proposal				Ρ		0		Ρ	Ρ																		Ι		
4. Notify PI award has been received. Send copy of Notice of Grant Award to the PI/Co PI's				Ρ		0			Ρ																				
5. Compare award with proposal and reconcile differences (including terms and conditions)	Ρ			Р		0			Ρ																		S		
6. Review and accept grant on behalf of the University	I			S		0			Ρ																		S		
7. Enter project info in system; for new projects establish an acct/for existing projects, add funding to current acct						0		I	Ρ	Ρ																			
8. Request that PI and Grant Admin post transactions against the account and notify OGA to provide access				S					Ρ																				

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Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	<b>Grad School Dean</b>	<b>Gov Relations</b>	Human Resources	RRT	ROC/Grants Admir	Facilities Mgt	Payroll
9. Send copies of the Grant Summary to PI, Chair, Dean, Public Relations									Ρ																				
10. Reconcile Grant Summary with notice of award and proposal				I					Ι	Р																			
11. Request system access for co-PI's, Grant Admin for financial system account/budget info										Ρ																			
12. Establish project folder(s) and send to GCA									Ρ	Ρ																			
13. Review project folder(s) and forward any funds received with the award to GCA									Ρ	Ρ																			
Contract Negotiations and Acceptance																													
1. Receive contract and forward copy to PI				S					Ρ																				
2. Review and approve any revisions to project scope	Ρ		0	S	0				S																				
3. Notify dept chair, dean's office where applicable, and OGA about any changes in project scope and budget	Ρ			Ρ																							S		
4. Assist OGA as needed to obtain information during contract negotiations	Ρ			Р												S											S		
5. Modify project budget in line with the award budget provided by the sponsor	Ρ			Р		0			Ρ																		S		
6. Review, negotiate, accept, and notify PI of the project terms and conditions and cc: dept. admin				Р					Ρ																				
7. Update OGA database for progress of negotiation, execution.									Ρ																				
8. Notify appropriate regulatory office if changes to project scope will affect approved protocols	Ρ			Р																							S		
9. For Sub-contracts: Enter subcontract in database and issue the Subcontract or Amendment with cc: to dept and faculty									Ρ																				

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Responsibilities		nit Admin	ept. Chair	SGAO	ean's Office	P Research	P Finance	SP	GA	CA	RCA	cuc	B	Q	esearch Park	ech Transfer	ttorney	uditing	urchasing	esident	cademic Affairs	ealth Sciences	rad School Dean	ov Relations	uman Resources	RТ	OC/Grants Admir	iii I	ayroll
	₫	υn	De	SH	De	۷P	٨P	so	90	00	OR	IAC	IRB	IBC	Res	Te	Att	Ν	Pu	Pre	Ac	He	Gra	99	Н	RR	RO	Fac	Pa
10. For Subcontracts: Receive fully executed Subcontract and distribute to PI, dept, GCA asking them to encumber funds									Ρ																				