Post-Award Administration

The mission of the post award administration area within the Office of Research and Scholarly Activity is to provide high-level support to principal investigators and their staff with regard to management and oversight of awarded sponsored projects. Other responsibilities of post award administration include:

- Initiates new account set up for sponsored project accounts, indirect cost accounts, and residual accounts
- Prepares invoices for reimbursement and tracks federal and state drawdowns
- Approves requisitions, petty cash reimbursements, payroll, travel, and voucher create forms on sponsored project accounts
- Handles time and effort certifications
- Approves all scholarship, fellowship, and stipend requests related to sponsored project accounts
- Prepares and submits financial reports, including cost sharing schedules
- Handles budgetary and compliance issues
- Ensures proper and complete close out process of sponsored projects
- Coordinates all audits related to sponsored projects
- Serves as the office of record for all sponsored project

Topics:

- Sponsored Project Closeout Policy (effective September 1, 2008)
- Fixed Price Agreement Balance Policy (effective September 1, 2008)
- Scholarships, Fellowships, Stipends, & Compensation on Sponsored Projects Preliminary Account Procedures (effective January 6, 2009)
- Record Retention Policy (effective 01/20/09)

[Click here for Post-Award forms]