Navigating the waters – understanding the award process

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Objective

• Award / Grant Process
• Tips
• Questions
Pre-Award (Proposal Development)

- Investigator (PI)
- Business Administrator (BA) / Grant Administrator (GA)
  - Authorized Official Representative (AOR)
- Proposal Development Services (PDS)
- Sponsored Research Services (SRS)
Pre-Award Tips : General Guidelines

- Plan Ahead
- Communicate
- Read
- Communicate
- Don’t Assume
- Read
- Communicate
Pre-Award Tips: Initial Questions

- Provides a foundation for building the proposal
- Allows BA/GA to start proposal information and preparation
Pre-Award Tips: Timelines

Creating & Maintaining timelines allows for:

- Deadlines to be met
- Team members to be on the same page
- Reduces panic at the time of submission
Pre-Award Tips : Checklist

- Lists key required documents
- Ability to specialize for each proposal
- Reduces stress on PI
- Visual Aid to check and double check
Pre-Award Tips : Sub-awards / Collaborators
(external to UC)

- Collaborating Institution / Organization
- Investigator at collaborating entity
- Contact information for GA at collaborating institution
Just in time (JIT)

• Documents requested by sponsor
  • Budget information (additional, corrected, etc.)
  • Other / Pending Support
  • Training

• PI, BA/GA, PRS, SRS

• SRS responsible for submitting information to sponsor
From Pre to Post Award

- Notice of Award (NoA) / Notice of Grant Award (NoGA)
- Accepting the award:
  - PI, BA/GA, SRS Grants and Contracts (G&C)
  - Contract review, obtaining signatures, return signed/request documents to sponsor, FCOI review
- Account Set-up
  - BA/GA, SRS G&C, SRS Accounting (AD)
- Monitoring
  - PI, BA/GA, SRS G&C, SRS AD
  - Spending, purchase orders (PO), progress reports, etc.
- Closeout
  - PI, BA/GA, SRS AD
  - Final progress report, final financial statements, etc.
Colleges (w/out AOR’s)

• Blue Ash College [http://www.ucblueash.edu/](http://www.ucblueash.edu/)

• Clermont College [http://www.ucclermont.edu/](http://www.ucclermont.edu/)

• College of Allied Health Sciences (CAHS) [http://www.cahs.uc.edu/](http://www.cahs.uc.edu/)

• College Conservatory of Music (CCM) [http://ccm.uc.edu/](http://ccm.uc.edu/)

• College of Law [http://www.law.uc.edu/](http://www.law.uc.edu/)

• Design Architecture Art and Planning (DAAP) [http://daap.uc.edu/](http://daap.uc.edu/)

• Lindner College of Business (LCB) [http://business.uc.edu/](http://business.uc.edu/)

• University of Cincinnati Libraries (UCL) [http://www.libraries.uc.edu/](http://www.libraries.uc.edu/)