

An Abbreviated
Post Award Management Primer
For
University Research/Grants Personnel

**2023 Bridging the Divide
Summer Webinar Series**

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Post Award Management Research/Grants Office Role

- Accepts the award on behalf of the university.
- Serves as the “go-between” for the funding agency and the project director.
- Ensures all projects are performed in accordance with the funders governing regulations and guidelines.

Post Award Management Grants Accounting Role

- Budget Number Assignment
- Fiscal Monitoring
- Fiscal Reporting
- Fiscal Closeout

Post Award Management

Post Award Orientation Session

- Award Document
- Terms and Conditions
- Approved Budget, Monitoring, Revisions
- Reporting Requirements
- Audit Certification
- Closeout
- Record Retention

Post Award Management Award Document

- Recipient Name
- Award Information
- Project Staff
- Project Title
- Key Personnel
- Award Period
- Governing Regulations

Post Award Management Award Terms and Conditions

- The regulations that govern the overall administration of your project. Individual awards are based on the application submitted and approved by the funding agency. All awards are subject to terms and conditions incorporated either directly or by reference. Other requirements of the award that are binding on the recipient.

Post Award Management

Approved Budget, Monitoring, Revisions

- The approved budget summarizes the financial aspects of the project or program.
- Review the agency approved budget to monitor the day-to-day fiscal operation of the award.
- Agency allows flexibility to rebudget, but expects expenditures to be consistent with the approved project and budget.

Post Award Management Reporting Requirements

- Submit performance, progress, technical, reports at specified times during the life cycle of the award.
- All reports must be accurate, complete and submitted on time.
- Capture the accomplishments towards the project's goals, publications, delays or challenges encounter, etc.

Post Award Management Reporting Requirements

- Reporting Intervals - No less frequent than annually nor more frequent than quarterly except in unusual circumstances.
- Reports submitted annually are due no later than 90 calendar days after the reporting period.

Post Award Management Reporting Requirements

- Reports submitted quarterly or semiannually must be due no later than 30 calendar days after the reporting period.
- For multiple year awards, annual reports may be required before the anniversary dates of a multiple year Federal award.
- Final performance report due no later than 120 calendar days after the award expires.

Post Award Management Other Reporting Requirements

- Fiscal Reports
- Time and Effort Reports
- Property/Inventory Reports
- Invention/Patent Reports

Post Award Management Audit Requirements

- Recipients or sub recipients that expend \$750,000 or more in federal awards during the fiscal year are subject to an audit requirement.
- Audits shall be completed and submitted as dictated by the award document.

Post Award Management Closeout

- Closeout after the project period end date if not extended or continued funding not provided.
- After closeout awardee remains obligated to return funds as a result of late refund, corrections and the awarding agency may recover amounts related to audit findings.

Post Award Management Closeout

- Submit all required final reports/documents (as applicable):
- Final Expenditure Report
- Final Performance Report
- Final Property/Inventory Report
- Final Invention/Patent Statement
- Other reports required by funder to closeout project

Post Award Management Record Retention

- **RECORD RETENTION PERIOD**

- Follow Institutional Record Retention Policy
- Federal Project Records Are To Be Kept At Least 3 Years After Final Financial Report Filing; Retention Time May Be Longer For Contracts

Post Award Management Record Retention

- **RECORD RETENTION PERIOD**

- Non-Federal Is Usually Three, But May Be Longer
- Departmental Records Should Be Maintained For A Similar Period
- Some Records You May Want To Retain Longer

Post Award Management Reminders

- ◆ Be Certain It Is As Expected And Agreed
- ◆ Be Aware Of All Administrative Requirements
- ◆ Be Aware Of All Applicable Regulations
- ◆ Be Aware Of All Reporting Requirements
- ◆ Establish Separate Project Accounts



Thanks For Your Participation !!!

