

Post Award Phase	*Private foundation awards Grant Office through the ECSU Foundation (if they include salaries they are transferred to the University) *All State and Federal awards Grant Office through the University		
Stakeholders	Notification	Budget	Reporting **
Principal Investigator (PI)	send notification and copy of award letter to Grant Office, University Grant Accountant and if Foundation award to Foundation Grant Accountant -if award amount is different than requested amount must update budget -award acceptance letter must be signed -agreement or contracts must be signed by Institutional Advancememnt or Academic Affairs VP	Budget Tracking - <u>University Awards</u> -Run an E-report minimum 1x per month to review expenditures (federal and state) -contact Fiscal Affairs Budget Specialist for instruction set up and training Changes to budget after award -review grant requirement prior to spending money -revise budget if required -get email or formal memo from funder and send to University Grant Accountant for revision -set up purchaser requests, direct pay salary or travel documents, honorarium, personal service agreements (PSA) or subcontracts -subcontracts and PSAs must be reviewed by Purchasing before any activity is initiated -for direct pay refer to Policy - S/B under \$100 and no reimbursement for taxes	Send annual or final narrative to funder -coordinate narrative with financial report from accounting, University Grant Accountant Matching Report -prepare "matching report" (identify accounts for funds) -if salaries are part of match, contact George Whiting -send copy to University Grant Accountant for auditing purposes Review all financial reports from University Grant Accountant and signoff -return all signed reports to University Grant Accountant
		Budget Tracking - <u>Foundation Awards</u> -Changes to budget after award -review grant requirement prior to spending money -revise budget if required -get email or formal memo from funder and send to Foundation Grant Accountant for revision -contact Foundation Grant Accountant for budget balances	Send annual or final narrative to funder -coordinate narrative with financial report from Foundation Grant Accountant Matching Report -prepare "matching report" (identify accounts for funds) -send copy to foundation Grant Accountant for auditing purposes Review all financial reports from Foundation Grant Accountant and signoff -return all signed reports to Foundation Grant Accountant
		** travel, salary, honorariums and Personal Service Agreements must be in place, in appropriate offices, before any work can begin (see appropriate websites for guidelines: Honorariums and PSAs - purchasing website, travel - AP website)	**Grant is not closed out until budget equals zero
Grant Office	file all letters, agreements and funder communications with proposal		

Accounting - University	set-up account in Banner Index and notify PI	review documents for allowable charges against the grant budget	<p>Reporting</p> <ul style="list-style-type: none"> -Accounting will send a 30 day reminder to PI to close out funds -Accounting completes initial financial report and sends to PI for review and approval -Accountant receives signed report from PI and files it with funder -Remaining funds are sent back to funder (per grant requirements)
Accounting - Foundation	<p>set up Foundation account</p> <ul style="list-style-type: none"> -if salaries or travel, create Transfer form and send to University Grant Accountant who will set-up Banner Index 	review documents for allowable charges against the grant budget	<p>Reporting</p> <ul style="list-style-type: none"> -Accounting will send 30 day reminder to PI to close out funds -completes initial financial report and sends to PI for review and approval -Foundation receives signed report from PI and files it with funder -If returning any remaining funds, they are sent with the report