



OSR-Chicago



Diana Abdi, Grants Assistant
Brandon Greene, Grants Assistant
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Thursday, November 17th, 2016



The Office for Sponsored Research receives and processes awards, reviews and negotiates terms and conditions, executes award agreements, and oversees award establishment.



An Award has Arrived

- Sponsor has sent notice to OSR directly
- Sponsor has sent the award to the PI/Dept
- Sponsor has sent a check to ASRSP (foundation awards)



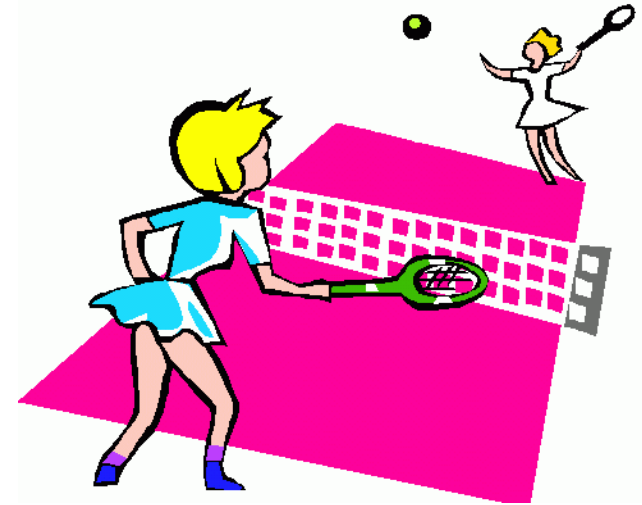
But wait...

- Was this project proposed through Northwestern?
 - If not, then a proposal record will be required
- Is this awarded as proposed?
 - If not, then revisions may be required
- Is this unilateral or bilateral?
- Does the sponsor want to use Northwestern's Standard Research Agreement?



Some Critical Elements

- Carryforward
- Reporting requirements
 - Financial and technical
- Budgetary restrictions
- Cost sharing
- Prespending
- Prime award (if flowthrough)



Who is the GCT?

Pam Hawkins

Nadine Killick

When do agreements route through the Contracting Team?

- Federal, State, County, City Contracts
- Direct or Flowthrough



Juggling an Award

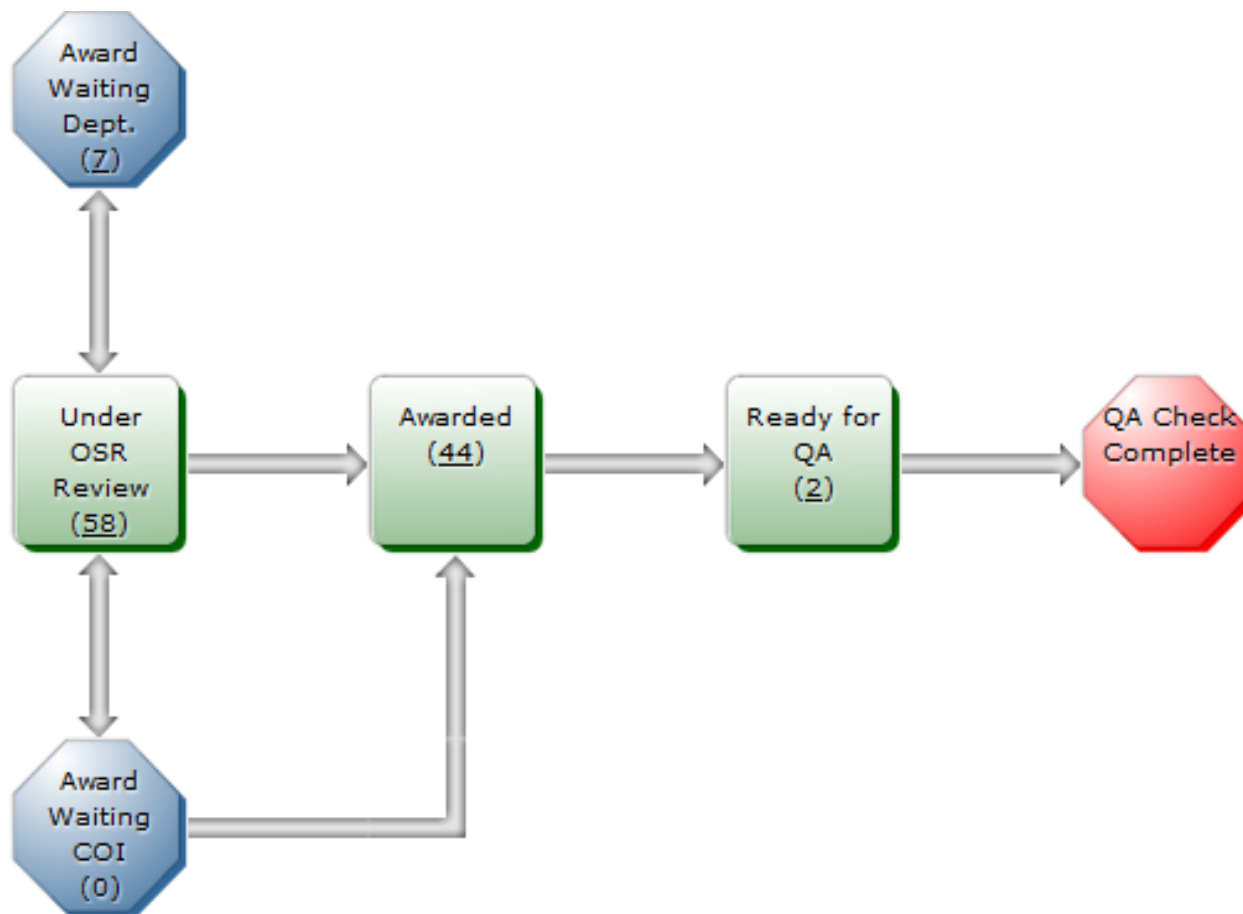


- Prespending
- COI
- Revised Budgets
- IACUC/IRB Approvals
- Commitment Forms / Financial Documents
- GA Queue

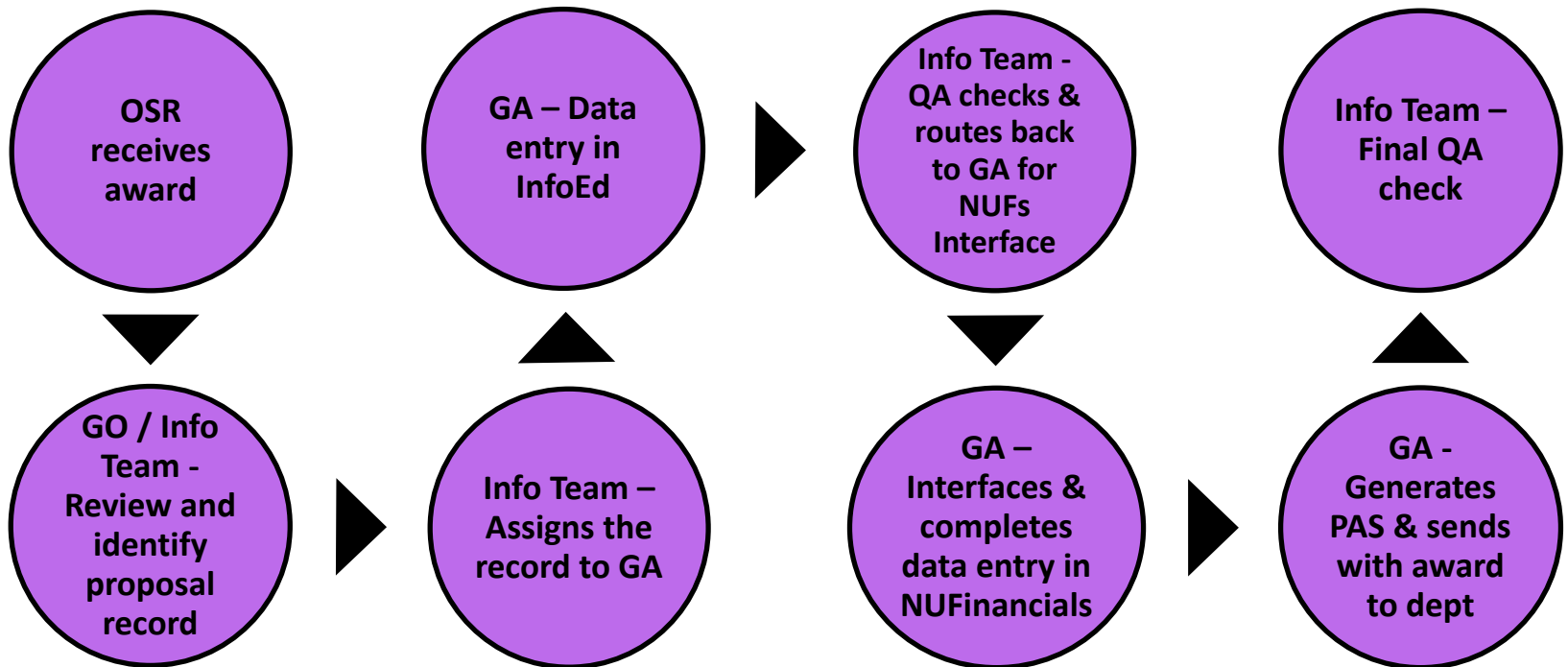
Agreement execution is a team effort!



Upon Full-Execution: Entering into Award Workflow

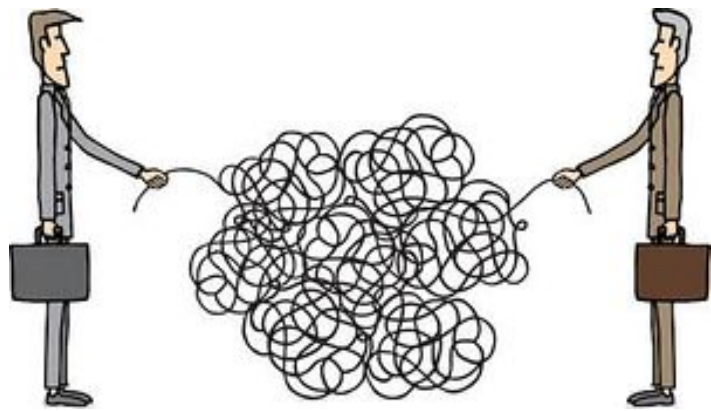


Award Setup



Common Elements Needed for Setup

- COI determination
- Revised budgets (ESPR)
 - Include budget for each Subaward
- IACUC/IRB approvals
- Activation forms (NRSAs)



Evanston
1801 Maple Avenue
2nd Floor, Suite 2410
(847) 491-3003

Northwestern University
Office for Sponsored Research
PROJECT ACCOUNT SUMMARY

Chicago
7th Floor - Rubloff Building
750 N.Lake Shore Drive
(312) 503-7955

- The PI and department will be sent a copy of the (PAS)
- The PI and department verify the information provided
- Notify OSR if corrections need to be made
- Appropriation Notes
- Questions about classifying expenditures should be directed to ASRSP



Be on the Lookout

- Dates
- Amount awarded
- Commitments
- Reporting
- Special Terms and Conditions



Remember...

If you see something, say something!

Standard Budget Categories

Description	Budget Category	Budget Item
Equipment Under \$5000	77000	EQUIP<5000
Indirect Costs*	78700	FACADM
Fringe Benefits	60180	FRING
Academic Personnel	60010	SALACAD
Non-Academic Personnel	60100	SALNONACAD
Non-Academic Temp, Work Study	60210	SALOTHER
Services	75000	SERV
Supplies	73000	SUPP
Travel, Domestic	76761	TRAVDOM
Travel, Foreign*	76762	TRAVFOR
Tuition*	78021	TUITIO



“What Can I Do to Help?”

- Avoid after-the-fact proposals whenever possible
- Ensure everything's in place at the proposal stage
- Seek IACUC/IRB approval ASAP
- Consider prespending
- Send revised budgets ASAP
- Thoroughly review your award



Special Thanks to:

OSR Evanston team

- Aaron DeLee, Assistant Grants Officer
- Mike DiBiccaro, Grants Assistant
- Rebecca Wee, Assistant Grants Officer





We look forward to working with you!

<https://osr.northwestern.edu/helpcentral>