Award Setup

OSR-Chicago

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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)
The Government Contracting Team

Who is the GCT?

Pam Hawkins
Nadine Killick

When do agreements route through the Contracting Team?

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

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
OSR receives award

GO / Info Team - Review and identify proposal record

Under OSR Review (58)

GA – Data entry in InfoEd

Info Team - Assigns the record to GA

Awarded (44)

Info Team – Interfaces & completes data entry in NUFinancials

Ready for QA (2)

GA – Interfaces & completes data entry in NUFinancials

Info Team - QA checks & routes back to GA for NUFs Interface

QA Check Complete

GA - Generates PAS & sends with award to dept

Info Team – Final QA check
Common Elements Needed for Setup

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

• 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Category</th>
<th>Budget Item</th>
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<tbody>
<tr>
<td>Equipment Under $5000</td>
<td>77000</td>
<td>EQUIP&lt;5000</td>
</tr>
<tr>
<td>Indirect Costs*</td>
<td>78700</td>
<td>FACADM</td>
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<tr>
<td>Fringe Benefits</td>
<td>60180</td>
<td>FRING</td>
</tr>
<tr>
<td>Academic Personnel</td>
<td>60010</td>
<td>SALACAD</td>
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<tr>
<td>Non-Academic Personnel</td>
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<td>SALNONACAD</td>
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<tr>
<td>Non-Academic Temp, Work Study</td>
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<td>Services</td>
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<td>Supplies</td>
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<td>Travel, Domestic</td>
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<td>TRAVDOM</td>
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<tr>
<td>Travel, Foreign*</td>
<td>76762</td>
<td>TRAVFOR</td>
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<tr>
<td>Tuition*</td>
<td>78021</td>
<td>TUITIO</td>
</tr>
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</table>
“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
Questions?

We look forward to working with you!

https://osr.northwestern.edu/helpcentral