Post-Award Project Establishment

The initial post-award process for awards involving institutional cost share support is outlined below. If you have any questions regarding the post-award process, please contact Kelly Morrison, Cost Share Officer (kellym@northwestern.edu).

The initial post-award project establishment process is comprised of three steps:

1. Notification and Evaluation of Award
2. Confirmation of Commitments
3. Establishment of 191 and 192 Chart Strings

1. Notification and Evaluation of Award

The cognizant Grants Officer will advise Kelly Morrison, Cost Share Officer when an award involving institutional cost sharing is received. The Cost Share Officer will review and evaluate the award documents and compare with the original proposal and original cost share distribution. Please note that for awards involving institutional cost sharing, the Cost Share Officer must be involved before any 191 or 192 chart strings (if necessary) will be established.

2. Confirmation of Commitments

After the Cost Share Officer’s initial evaluation of the award, the following will occur:

If the award funding matches the original proposal, the Cost Share Officer will email all involved units notifying them the project has been awarded and attach a copy of the original OSR-EZ reflecting their commitments. Units will be advised that they should communicate directly with the Cost Share Officer if they have any questions or concerns within five (5) business days. If there are no problems, OSR will move forward to establish 191 and/or 192 chart strings and process budget journals.

If the award funding does not match the original proposal and is awarded at a reduced level of support, the Cost Share Officer will revise the OSR-EZ accordingly to adjust the commitments. Unless the PI makes other arrangements, all units with cost share commitments will have their commitment reduced proportionally based on the total amount of the award. Once the Cost Share Officer has revised the commitments, an updated OSR-EZ will be sent to the PI and relevant department administrator for their review before proceeding. Once the PI confirms that the revised distribution is acceptable, the Cost Share Officer will email all involved units notifying them that the project has been awarded at a reduced rate and attach a copy of the revised OSR-EZ reflecting their reduced commitments. Units will be advised that they should communicate directly with the Cost Share Officer if they have any questions or concerns within 5 business days. If there are no problems, OSR will move forward to establish 191 and/or 192 chart strings and process budget journals.
3. Establishment of 191 and 192 chart strings

OSR will establish 191 and/or 192 chart strings for the cost share commitments associated with the award. Please keep in mind that a 191 is established for all mandatory cost sharing and voluntary committed non-salary cost sharing; a 192 is established for voluntary committed salary cost sharing and NIH over-the-cap salary cost sharing.

If any involved units have any questions regarding cost sharing at any point during and following award establishment, please contact Kelly Morrison (kellym@northwestern.edu).