

BLOUSTEIN SCHOOL POLICY

Policy Name: Post-Award Procedure for Grants and Contracts

Date: April 1, 2022
Updated from April 7, 2015

The following is the procedure to be followed once a grant or contract has been awarded from an outside sponsor.

- Receipt of Award
 - The award document is received from the outside sponsor in the form of a contract, a memorandum of agreement, or a memorandum of understanding. If this document is an award letter, and not a contract, the PI should request the sponsor to submit a contract to Rutgers ASAP. If the sponsor does not have a standard contract, a research agreement boiler plate can be used.
- Contract Negotiation
 - A contract specialist from the Office of Research and Sponsored Programs (ORSP) handles the review/negotiation process.
 - The Business Office serves as the point of contact with ORSP during the negotiation process and follows up as appropriate, keeping the PI informed of the status of the contract.
 - The contract is signed by an authorized official of the University. Most often this authorized official is someone from ORSP. Large dollar amount contracts require the signature of the University's Associate Vice President for Research Administration. ***Bloustein School faculty and staff are not authorized officials of the University, and therefore are not authorized to sign contracts.***
- Getting an "Advance" Account Number (if needed)
 - NOTE: If the negotiation process is expected to be lengthy, but the PI fully expects that a contract will be awarded, it is recommended that the business manager request an "Advance" account (formerly called a Hold account) which is processed in RAPSS. The PI should obtain an authorization letter to incur cost or notice to proceed letter specifying the effective start date of the project. The grants manager will upload the letter in RAPSS and notify the grants specialist that an advance account is being requested. The grants manager will then inform the PI to approve the request for an advance account in RAPSS. It is strongly advised not to put any charges to the grant and hold off any student hires until a project account is issued.

- Getting an Account Number
 - The University receives the “fully-executed” contract (signed by both Rutgers and the sponsor).
 - The University file is released from ORSP to the Award Setup team at Research Financial Services for the assignment of a grant/project account number.
 - The PI and grant manager receives an email that a project number has been issued. The email includes a link to the Oracle Report 013B COA Segment report for the grant manager to review the award information for accuracy. The grant manager should pay particular attention to the start and end-dates, the project director name, the total budgeted amount, the F&A rate, and the full project chart of account string.
 - If the project involves Human Subjects and/or Human Subjects data, the PI must submit their protocol to the IRB to determine if the project qualifies as “Research” which requires IRB review and approval. Submitting a project for IRB review is done through the eIRB platform which can be accessed using Rutgers NetID. Complete IRB guidelines can be found here <https://research.rutgers.edu/researcher-support/research-compliance/human-subjects-protection-program-irbs/irb-submission-2> . PIs can request a provisional account to be setup while waiting for IRB approval as long as any activity relating to human subjects is put on hold.
 - A research certification must be initiated by the grant manager in the eCOI system once the award is received. A project account will not be setup until all individuals involved in the research study have completed their disclosures. Principal Investigators must update their disclosures annually. Read <https://research.rutgers.edu/researcher-support/research-compliance/conflict-interest> for eCOI guidelines.

- Grant Management - General
 - The PI begins work on the project and starts to charge expenses in accordance with the sponsor-approved budget once the grant account number has been established.
 - The PI is responsible for managing the budget of his/her grant in addition to managing the technical aspect of the project. He/she should keep appropriate records to support the level of effort (and salary costs) being charged to the grant account.
 - The grant/business manager should keep the PI informed of the financial status of the grant account. Financial reports should be provided by the business manager to the PI at least quarterly, though monthly financial reports are preferred, and should be the norm as the grant nears completion.
 - Project supplies and services should be ordered through University Procurement Services, and where required, by a competitive bid process.
 - As a general rule, administrative and clerical salaries, telephone costs, postage, office supplies, and memberships should not be charged directly to Federal and State of New Jersey awards. If these costs are to be charged, they must be explicitly budgeted for, and must be specifically identifiable with the project. For more detailed information, visit the DGCA website at the following link <http://postaward.rutgers.edu/policies-resources/administrative-and-clerical-costs>
 - It is important to note that if a significant deviation from the budget is anticipated, the PI should submit a written request to the sponsor for approval of a modification to the budget.

Sponsor approval should be obtained prior to incurring the unbudgeted expense(s). The definition of significant varies from contract to contract, though a general guideline is line-item budget variances greater than 10% of the budgeted amount need sponsor approval.

- No-cost extension requests should be submitted to the sponsor for approval at least 60 days prior to the grant end-date when it is anticipated that the work will not be completed by that end-date. The procedure for requesting budget modifications and no-cost extensions is documented separately.
- The PI is solely responsible for submitting the appropriate technical reports to the sponsor on a timely basis. Copies of all technical reports should be provided to the Business Office (an electronic copy is fine, particularly if the report is a large one). The timely submission of these reports is important, as quite often, sponsors will refuse to pay invoices for expenses incurred because they have not received the PI's technical report. The Business Office should be notified if a technical report is going to be late.
- Grant Management - Subcontracts on Grants
 - Subcontracts are issued to non-Rutgers entities to perform specific task(s) related to the project and are processed by the subaward team at ORSP.
 - Grant Managers submit the subcontractor budget and budget justification, statement of work, completed subrecipient commitment form or letter of intent form (subcontractor is a participant of fdp clearinghouse) and project string subaward form to subaward team via RAPSS. The subaward team will draft the subaward agreement and sends to subcontractor for their review and authorized official's signature.
 - Subcontracts require a PI at the subcontractor entity.
 - Invoices from the subcontractor should be submitted in the detailed format outlined in the subcontract agreement. These invoices must be certified (signed) by an authorized official of the subcontractor entity, and also by the PI at the subcontractor entity.
 - Subcontractor invoices should be approved by the Rutgers PI prior to payment. Rutgers PIs are responsible for overseeing the work of the subcontractors, and should make sure that subcontractors submit their invoices in the proper format, in a timely fashion, and on a regular basis so that the sponsor is paying for the subcontractor's work as it is being done. This will also facilitate the timely closeout of the award at its end-date.
- Invoices to Sponsors
 - Invoices for costs incurred are sent to the sponsor by the Research Financial Services (RFS). Some Federal awards invoicing is done by an electronic drawdown of funds process.
 - Invoicing is usually done quarterly, based on expenses posted to the University's general ledger. Some grants are invoiced monthly, and some are invoiced according to a pre-determined schedule based on the completion of project "tasks". The frequency and basis of invoicing is specified in the contract.
 - Collection of unpaid invoice amounts is the responsibility of RFS, though occasionally PIs are asked to follow up personally on amounts that are past-due.

- Grant Account Close-out
 - All business managers are responsible for working closely and professionally with their RFS grant accountant to ensure a timely closeout of the grant.
 - It is important that the business manager confirms the total expenses of the grant, making sure that his/her total expenses amount agrees with the amount determined by the grant accountant in RFS. The proper way to do this is to review the grant accountant's final spreadsheet for the account and make sure that it agrees with the independent records being kept by the business manager. This reconciliation and confirmation should be done in a timely manner in order to facilitate the preparation of the final invoice to be sent to the sponsor by RFS.
 - RFS will process any needed 'budget allotment credits' to the account to reduce the budget to the amount of total expenses.
 - Any remaining commitments should be closed once there is agreement on the final total expenses amount. This should be done as soon as possible in order to assist RFS in bringing of account balance to zero in a timely fashion.