

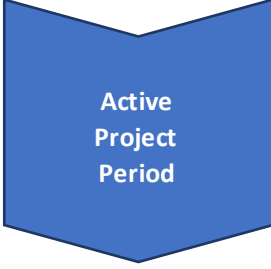




## EJB Post Award Timeline

Timeline	Principal Investigator (PI) Responsibilities	Grant Manager (GM) Responsibilities
 <p style="text-align: center;"><b>Award Notification from the funding agency</b></p>	<ul style="list-style-type: none"> <li>• Forward notification of award receipt to the GM. Finalize IRB requirements if needed. Forward IRB approval to GM.</li> <li>• Request a letter of authorization to incur costs or notice to proceed specifying the start date of the project. This would enable an advance account to be setup while the contract/agreement is being drafted and negotiated between RU and sponsor.</li> <li>• Discuss any changes in personnel, scope of work and final budget with project team and sponsor.</li> <li>• Forward the draft contract/agreement from the sponsor to the GM to be uploaded in RAPSS.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify ORSP of award receipt in RAPSS</li> <li>• If the sponsor issued an authorization to incur cost prior to execution of contract/agreement, initiate an advance account request in RAPSS.</li> <li>• Initiate research conflict of interest disclosure (eCOI), if required.</li> <li>• If applicable, obtain IRB protocol number from PI and update information in RAPSS.</li> <li>• Create a document record (DR) in RAPSS and upload the contract document for ORSP review.</li> </ul>
 <p style="text-align: center;"><b>Award Setup</b></p>	<ul style="list-style-type: none"> <li>• Award setup process will begin once a fully executed contract is received from the sponsor. A project account number will be issued once setup of the award in Oracle reporting system is complete.</li> <li>• Once a project number is issued, follow the EJB <a href="#">hiring procedure</a> and <a href="#">procurement guidelines</a> or reach out to your GM for the next steps.</li> <li>• GM will start the process for subawards in RAPSS, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Department Reconciliation in RAPSS</li> <li>• When project number is received, complete and submit to Dean's Business Manager the Marketplace Access Form.</li> <li>• If the project includes subrecipients, complete and upload other required documents for subaward processing in RAPSS.</li> <li>• Direct and guide PI on EJB hiring process and procurement policy.</li> </ul>
 <p style="text-align: center;"><b>Active Project Period</b></p>	<ul style="list-style-type: none"> <li>• Work with GM to confirm salary allocations for faculty/staff working on the project.</li> <li>• Send any purchasing requests to GM. Always inform the GM for any changes in staffing, travel plans, and any budget revisions.</li> <li>• On a monthly/quarterly basis, review the budget vs. actual expenses (PI Report) provided by the GM.</li> <li>• Submit sponsor required progress reports as per the award agreement.</li> <li>• Certify payroll charges on the project via ECCRT platform. This is done twice a year.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with PI to coordinate effort charging instructions</li> <li>• Process any PI approved purchases and travel reimbursements</li> <li>• Prepare a monthly/quarterly PI report</li> <li>• Work with assigned RFS grant accountant to prepare monthly/quarterly invoices or interim financial reports.</li> <li>• Work with PI to prepare a budget modification if needed.</li> <li>• On a bi-annual basis, reconcile and validate salary charges on project for PI certification in ECCRT platform.</li> </ul>
 <p style="text-align: center;"><b>Final Quarter of Award</b></p>	<ul style="list-style-type: none"> <li>• Review actual expenses charged to the project.</li> <li>• Ensure that all travel reimbursements were submitted by the project team.</li> <li>• Three months before the project end date, determine if a request for extension or budget modification is needed.</li> <li>• Work with outside contractors or subrecipients to request final deliverables and invoices.</li> </ul>	<ul style="list-style-type: none"> <li>• Review payroll charging instructions for final charges.</li> <li>• Double check with PI that all expense reimbursements were submitted by the project team.</li> <li>• Make sure all expenses are allocated to the project and all final invoices are requested from vendors and subrecipients.</li> </ul>
 <p style="text-align: center;"><b>Award Closeout</b></p>	<ul style="list-style-type: none"> <li>• Submit final report and deliverables to the sponsor.</li> <li>• Verify final financial report from RFS.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with RFS grant accountant to secure a final invoice and submission to sponsor.</li> <li>• Work with RFS for any residual balance transfer from fixed price contracts.</li> </ul>