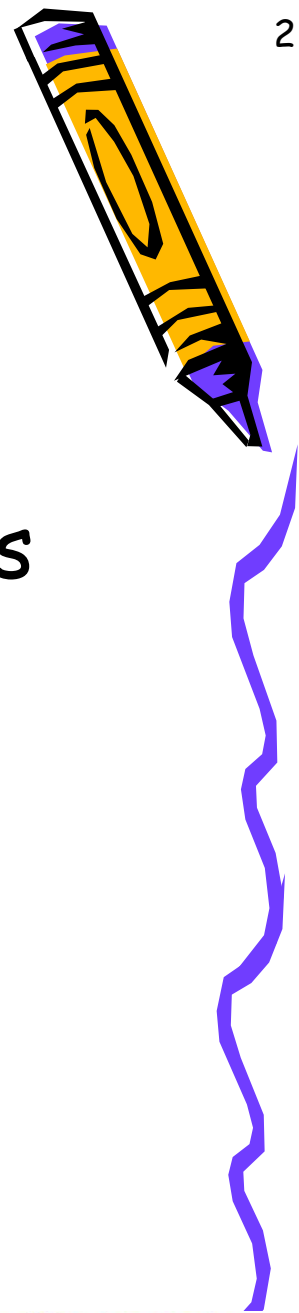


# My Proposal is Funded!

## Now what do I do?





# 1. Official notification of funding

- Official notification of award may come to the PI/PD in various forms
  - Email
  - Letter
  - GAN (grants award notice)
  - Phone call from the Chancellor

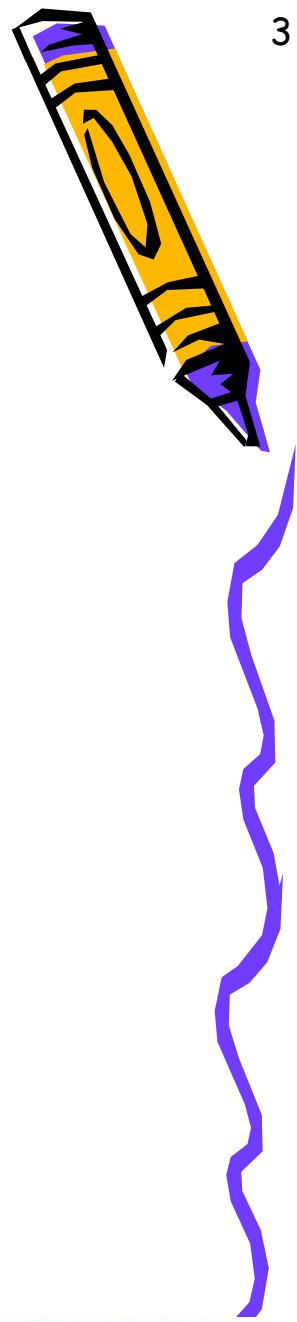


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## 2. Celebrate!!

- Bask in the glow of success
- Tell your colleagues and friends
- Pull out the proposal and remind yourself of what you proposed



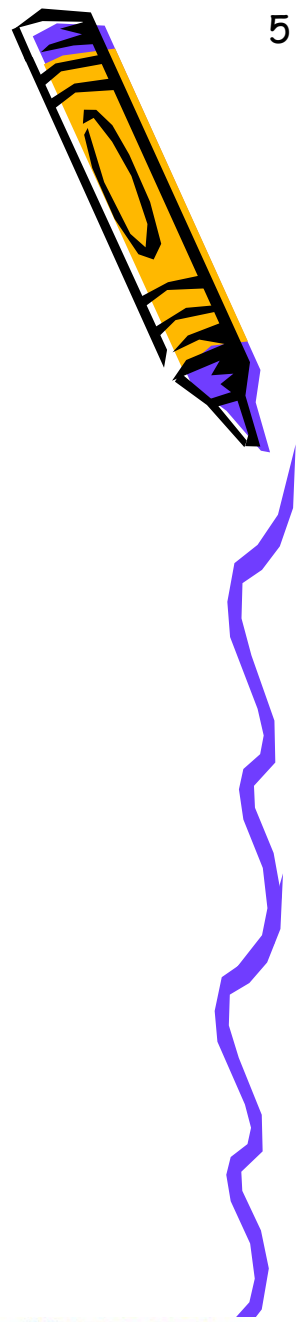
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## 3. Read the award notice

- Notice will contain instructions from sponsor
- Sponsor may request that you
  - Revise your budget
  - Modify your scope of work
    - File certain forms
    - Get additional signatures



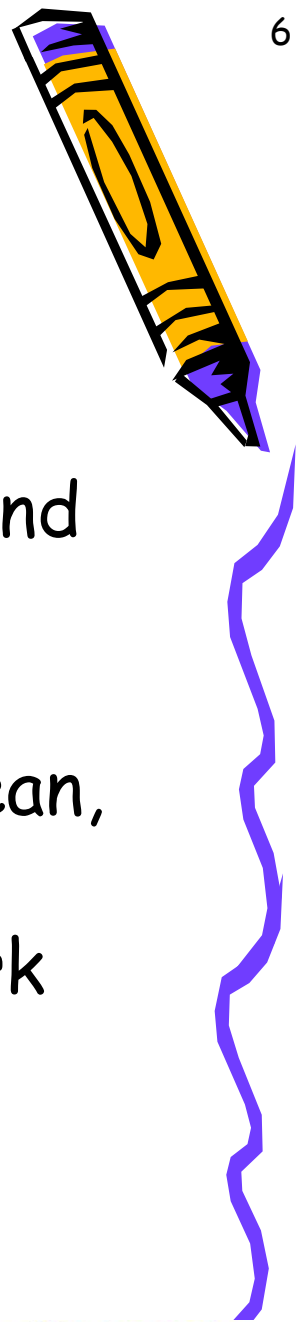


## 4. Call the ORGC to make an appointment

- Bring the following with you to the appointment
  - Originals of items received from sponsor
  - Any requests for budget revisions
  - Copy of working budget
  - Copy of budget submitted to sponsor



## 5. Begin budget negotiations



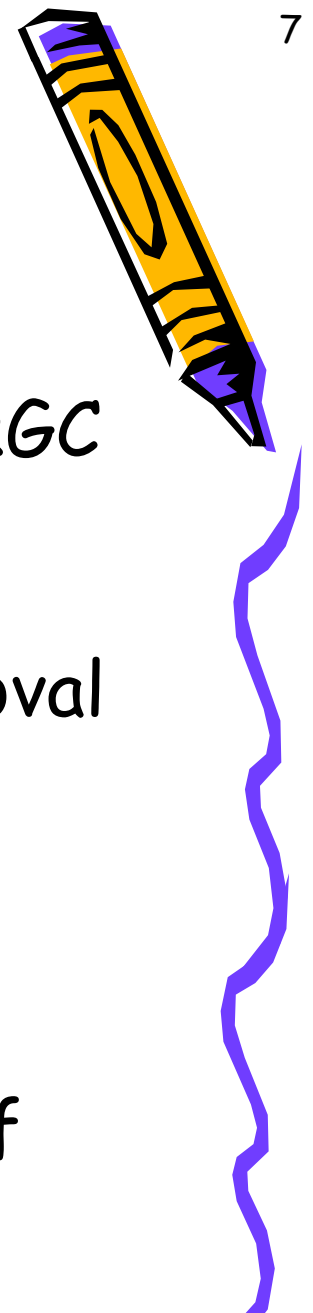
- Work with ORGC Business Manager and Business Affairs on amended budgets and scope of work
- Amend Internal Coordination Sheet
- Secure signatures from Dept. Chair, Dean, ORGC, VCAA and VCFA
- Send amended budget and scope of work back to sponsor



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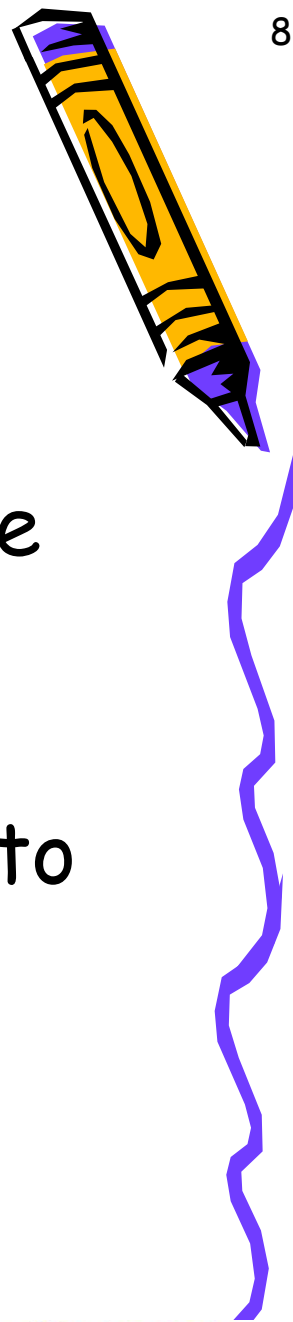
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## 6. Once the contract arrives



- Make another appointment with the ORGC for yourself and your Dept. Chair to review the contract and scope of work
- Prepare the Contract Review and Approval Sheet (CRAS) (see Business Affairs website)
- Secure appropriate signatures (Dept. Chair, Dean, Director)
  - Make required number of copies of contract and CRAS





## 7. Return contract package with signatures to the ORGC

- The ORGC will secure the signature of the Provost and Vice Chancellor for Academic Affairs
- The ORGC will route the contract to Business Affairs for additional approvals and signatures



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# 8. Contact Business Affairs

- Work with Business Affairs in the contract negotiations stage, if applicable



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## 9. Prepare T1

- Route the T1 for signatures to establish RO accounts
- Attach a copy of the award notice or contract
- If, after 10 days, you have not received email notification of your RO account number, check with Business Affairs



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# Request for Advanced Account



- According to UT Policy FI0205, Section 17, provisions may be made for assigning an advance restricted WBS element by contacting the appropriate campus or institute business office. Refer to the **REQUEST FOR ADVANCE WBS ELEMENT (ADVANCED ACCOUNT REQUEST)** form, <http://controller.tennessee.edu/pdf/WBS.PDF>.
- UT Martin does not encourage this practice.



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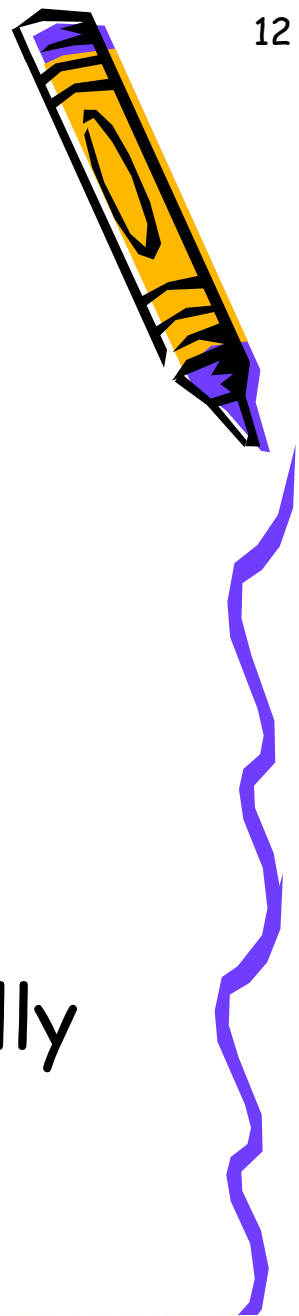
## 10. Get your copy of contract

- Business Affairs will provide you with a copy of the contract for your records once the necessary signatures and approvals are complete
- Remember, this contract is a legally binding document



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# 11. Prepare any subawards, MOAs, MOUs

- If other entities (museums, libraries, other universities, etc.) are involved, you may need subawards, MOAs, or MOUs
- The ORGC will assist you with the preparation of any subawards, MOAs, MOUs that are required to complete your scope of work
  - These MUST be approved by the ORGC and Business Affairs before any work begins



## 12. Start the proposed work



- Work with Human Resources to hire staff
- Work with Business Manager of ORGC to generate PIFs
- Work with Business Affairs to purchase necessary equipment, if applicable
- Buy materials & supplies



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# 13. As the project progresses



- Spend the sponsor's money on schedule and according to the work plan, the sponsor guidelines, and OMB A-21
- Monitor your budget by reconciling monthly ledgers with working budget and invoices
- Regularly review scope of work and management plan
- File sponsor-required reports in a timely manner



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## 14. As project continues

- If third-party match is part of your proposal, secure confirmations of third-party match agreements
- The ORGC will assist you in amending budgets, preparing and/or negotiating changes in contracts, carry-forwards, no-cost extensions, MOAs, MOUs, etc.
- The ORGC and Business Affairs MUST approve any budget amendments and/or changes to the contracts



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## 15. Closeout



- Post all charges to the account before the end date
- Avoid a flurry of cost-transfers by posting charges directly to the RO account as they occur
- File final reports (fiscal and technical)
- Check with Business Affairs to ensure the account is closed within 90 days of the end date

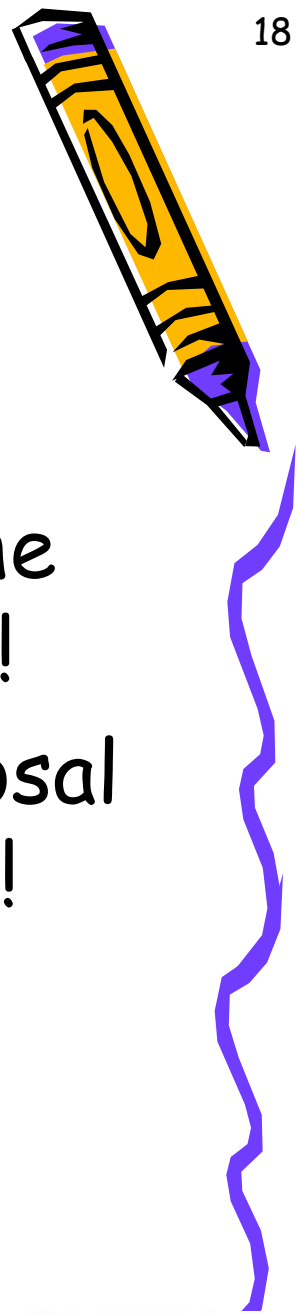


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## 16. Celebrate again!!

- You survived to tell the tale of a successful project and you have the polish and/or the scars to prove it!
- Get ready to submit another proposal for another award-winning project!



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