Post-Award Checklist for Principal Investigators (PIs)

1. Once official notice of the award is received, contact the Office of Research and Sponsored Projects (ORSP) for assistance with budget revisions, scope of work, and contract details.

2. File necessary forms if conducting research. If you plan to conduct any human subjects research, prepare an application for the IRB committee. If you plan to conduct any research on animal subjects, submit your request to the IACUC committee. You must await committee’s determination prior to conducting research.

3. Review the reporting requirements of the grant. Determine which reports will be submitted by the PI and which reports will originate with the grant accountant. If an online portal is required for reporting, establish an account as soon as possible to ensure timely submission to meet deadlines.

4. The administrative assistant for the PI should ensure a vendor number is established for the sponsor and should complete the contract preapproval form in Dynamic Forms on the UTM website. After the contract preapproval form is approved, the administrative assistant will enter the contract into ESM. Contact the Business Office for assistance with ESM entries. Please remember that contracts must be routed through ESM and can only be signed by the Chancellor or the Vice Chancellor of Finance and Administration.

5. Once the contract has been fully approved, the Request for WBS Element Form and T-1 Restricted Budget Form should be completed by the administrative assistant in the PI’s department to establish the grant account. The Faculty/Incentive Initial Request Form must be completed and submitted for the PI and any other personnel paid by the grant who wish to apply for incentive pay. These forms must be signed by the PI, the PI’s department head, and the dean of the PI’s college, then submitted to the ORSP for approval by the director. Email approvals may be used if necessary.

   Request for WBS Element Form
   T-1 Restricted Budget Form
   Faculty and Staff Incentive Plan Initial Request Form

6. The Sponsored Projects Accountant will establish the grant account in IRIS after the WBS Element Form and T-1 Form are received from the ORSP. A copy of the T-1 form with the new account number will be sent to the PI and to the grant specialist assigned to the grant. Grant expenses should NOT be made until this account is created.

7. Subawards, memorandums of understanding, or memorandums of agreement may be needed if other entities are involved. The ORSP will assist with the preparation of these documents which must be approved by Finance and Administration before work begins under the grant.

8. Grant account expenses can be paid by a procurement card issued under the grant account, by payment of invoices, or by transfer voucher. The length of grant, amount of grant, and type of purchases should be considered when determining the appropriate
expense method. Consult with the Sponsored Projects Accountant if you are unsure which method to use. All purchases and charges must be made within the grant period.

a. A procurement card for the grant account can be requested by the administrative assistant who will make purchases for the grant. For procurement card questions, please contact the UTM Business Services Manager.

b. If a departmental account is used for grant purchases, the administrative assistant or business manager will transfer grant expenses using ZPS_COST_TRANSFER. Contact the Sponsored Projects Accountant for assistance with transfers.

Instructions and Demonstrations for ZPS_COST_TRANSFER

9. Pay funding changes may be necessary to charge salaries and benefits to a grant. These changes should be completed in a timely manner to ensure salaries and benefits are posted correctly. Please contact the Sponsored Projects Accountant or the payroll administrative coordinator for pay funding assistance.

Instructions for Pay Funding Change for Monthly Employees
Demonstration for Pay Funding Change for Monthly Employees

10. The PI's department will run a sponsored project report monthly for the PI’s review. Regularly review scope of work and management plan, and file sponsor-required reports in a timely manner.

11. Monthly billing and invoicing for the grant account is completed by the Sponsored Projects Accountant. All purchases and charges must be completed within the grant period. Remember to notify the Sponsored Projects Accountant with any departmental changes.

The Sponsored Programs Accountant is the primary contact for post-award questions. For grant-related travel questions, please contact UTM Business Services.