My proposal was funded! Now what do I do?
Official Notification of Funding

- Official notification of award is typically sent to the Principal Investigator (PI) and may arrive via email, letter, or grant award notice (GAN)
- PIs may also be notified by the Chancellor or the Office of Research and Sponsored Programs (ORSP) Director
- Celebrate! Bask in the glow of success and tell your colleagues and friends.
- Pull out your proposal and remind yourself of what you proposed
First Things First

- Notify the Office of Research and Sponsored Programs (ORSP) of your award.
- The award notice will contain instructions from the sponsor. The sponsor may request that you revise your budget or modify your scope of work.
- Changes will require forms and approvals. The ORSP can help!
- Contact the ORSP and provide the following:
  - Originals of the items received from the sponsor
  - Any requests for budget revisions
  - Copy of working budget
  - Copy of budget submitted to the sponsor
Begin Budget Negotiations

- Work with the ORSP Business Manager and the Sponsored Projects Accountant on amended budgets and scope of work
- Amend information in Cayuse if any changes are made
- Send amended budget and scope of work back to sponsor
Once the Contract Arrives...

- Make another appointment with ORSP for you and your department chair to review the contract and scope of work.
- Ensure a vendor number is established for the sponsor. If a vendor number does not exist, request one at www.purchasing.tennessee.edu
- Complete the Contract Pre-Approval form: http://www.utm.edu/departments/finadmin/contracts.php
- Enter the contract information into the ESM contracts management system and attach the contract from the sponsor: http://www.utm.edu/departments/finadmin/contracts.php
- Business Services 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
Conducting Research?

- If you plan to conduct any human subjects research, please prepare an application and submit it to the IRB committee. You must await the committee’s determination before conducting your research.

- If you plan to conduct any research on animal subjects, please submit your request to the IACUC committee. You must await their determination before conducting your research.
Prepare T-1 and Request for WBS Element Forms

- Fill out a T-1 and Request for WBS Element to establish a restricted (R0) account number. These forms will be printed and signed by designated UT personnel.
  
  T-1: [http://treasurer.tennessee.edu/forms/](http://treasurer.tennessee.edu/forms/)
  

- Attach a copy of the award notice or contract to the forms before routing

- If you have not received email notification of your R0 account number within ten (10) days, please check with the Sponsored Projects Accountant in Finance and Administration
Prepare Subawards, Memorandums of Agreement or Memorandums of Understanding

- If other entities such as museums, libraries, other universities, etc., are involved, you may need subawards, memorandums of agreement (MOAs), or memorandums of understanding (MOUs).
- ORSP will assist you with the preparation of these documents that are required to complete your scope of work.
- These additional documents must be approved by the ORSP as well as Finance and Administration before work begins.
Start the Proposed Work

- Work with Human Resources to hire staff
- Work with ORSP Business Manager to generate pay funding changes
- Work with Business Services to purchase any equipment, if applicable
- Buy materials and supplies
- Contact the Sponsored Projects Accountant with any questions that may arise
As the Project Progresses...

- Spend the sponsor’s money on schedule and according to the work plan, the sponsor guidelines, and the OMB guidelines
- 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
- If third-party match is part of your proposal, secure confirmations of third-party match agreements
- The ORSP will assist you in amending budgets, preparing and/or negotiating changes in contracts, carry-forwards, no-cost extensions, MOAs, MOUs, etc.
- The ORSP and Finance and Administration must approve any budget revisions and/or changes to the contracts
Closeout

- Post all charges to the account before the end date
- Avoid a flurry of cost-transfers by posting charges to the R0 account as they occur
- File the final reports (fiscal and technical)
- Check with the Sponsored Projects Accountant to ensure the R0 account is closed within 90 days of the project end date
Celebrate Again!

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

Contact the ORSP!

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