

OSRP Handbook - Section 11  
New Award Project Pointers

When notification of a grant award is made:

- ❖ Contact your grants development specialist (even if proposal is rejected).
- ❖ When the award and/or contract is finalized, make an appointment with Grants Accounting in the Controller's Office to set up a budget (ext. 3816).
- ❖ Submit employment information in PeopleAdmin or prepare 5.01 (Recommendation for employment) form for all personnel prior to beginning any grant-funded activities.
- ❖ Monitor all expenditures to make sure you are spending your money in a timely manner and purchasing those items approved in the budget by the funding agency.
- ❖ During the grant period, contact OSRP for communication with funding agency regarding budget adjustments, extension requests, change in scope of project, etc.
- ❖ Complete and submit, after approval by OSRP, all interim and final reports.
- ❖ All financial reports will be prepared by the Controller's Office.
- ❖ Familiarize yourself with agency regulations regarding grant administration.