

OSRP Handbook - Section 11

New Grant Award Pointers

When notification of a grant award is made:

- Contact your grants development specialist (even if proposal is rejected).
- When grant is awarded and/or contract is signed, make appointment with Ms. Marie Weathersby in the Controller's Office to set up a budget (ext. 5588).
- Prepare 5.01 (Recommendation for employment) for all personnel prior to beginning any grant-funded activities. Copy 5.01 and follow-up 5.01s certifying that the work is completed to OSRP and Grants Accounting.
- Submit all purchase orders of \$1,000 or greater to OSRP for approval prior to submission to the Purchasing Office. This includes the Purchase Orders that accompany contracts for hiring personnel. For Purchase Orders of less than \$1,000, send a copy of the purchase order to OSRP for the grant binder. Refer to the Purchasing Office website www.selu.edu/Administration/Depts/Purch for purchase order preparation and information (for example, do not artificially divide a purchase order).
- 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.