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## Grant Post-Award Management Basics

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- **All Award Communications/Notifications must be negotiated and signed by CSU Sponsored Programs.**
  - Only the Sponsored Projects office is authorized to sign any grant agreements.
  - Extension Sponsored Projects support is provided by Team 5 of the Sponsored Projects Unit:
    - Marilyn Morrissey, Sr. Research Admin. – [Marilyn.morrissey@colostate.edu](mailto:Marilyn.morrissey@colostate.edu); 970-491-2375
    - Chris Carsten, Research Admin. – [chris.carsten@colostate.edu](mailto:chris.carsten@colostate.edu); 970-491-1559
    - Ben Eglof, Accounting Tech III – [ben.eglof@colostate.edu](mailto:ben.eglof@colostate.edu); 970-491-0440
    - Sheila Durnell, Admin. Asst. II – [Sheila.durnil@colostate.edu](mailto:Sheila.durnil@colostate.edu); 970-491-4330
      - Link to Website: <https://vpr.colostate.edu/osp/39-2/>
- **Award Set-up Basics:**
  - No Change from Proposal to Award for simple projects:
    - If the award is made with no changes to the proposal and it does not include cost-share or sub-contracts, account set-up will automatically take place once the award letter/contract is received by Sponsored Projects, signed and returned to the funder.
      - Award documents reviewed, accepted
      - Account set-up and PI, Account Supervisor and Fiscal Officer notified via e-mail
  - For Awards with Changes/Complex Awards:
    - These include changes to scope, budget, or awards that include cost-share or subcontractors:
    - Sponsored Projects Team will communicate with PI(s), and Research Services Team communicating the requested change from the sponsor.
    - Research Services team will work with PI(s) to update/change budget or other requirements or requests additional documentation such as cost-share account, subcontract, etc.
    - Revised materials are submitted for expedited review to Sponsored Projects Team
    - Sponsored Projects reviews updated materials to ensure changes match sponsors requirements, accepts the award, and sets up accounts.

### **A Few Key Fundamentals for post-award management:**

- At time of award, sponsor will communicate reporting requirements and deadlines – Ensure you make note of these and plan time to complete
  - Fiscal Reporting will be done by the Sponsored Programs Office. Program specific reporting is the responsibility of the PI.
- **Set-up payroll charges on your grant!**
  - This does not happen automatically, so once your award is received, all payroll charges that need to be applied to the grant should be communicated to the Extension Fiscal Office. This will ensure that payroll expenses are charged to your grant in a timely manner. Please contact Sue Sidinger at [Susan.Sidinger@ColoState.EDU](mailto:Susan.Sidinger@ColoState.EDU) or 970-491-7950
- **Review and Reconciling of Grant Account!**
  - Once your account has been set-up a system of regular review and reconciliation of expenses posting to the account needs to occur. For assistance, please contact Sue Sidinger at [Susan.Sidinger@ColoState.EDU](mailto:Susan.Sidinger@ColoState.EDU) or 970-491-7950 in the Extension Fiscal Office.
- Effort Reporting – All federal awards require effort reporting. CSU reports effort on a quarterly basis. PI and staff working on federal projects will need to validate the amount of time spent on the project, via the effort report. Link to Effort Reporting Training Regulatory Requirements:
  - <https://vpr.colostate.edu/osp/wp-content/uploads/sites/21/2015/05/EffortReportingTraining5.9.122.pdf>
- PI Manual – The PI Manual has a wealth of information about post-award management, and can be found at <https://vpr.colostate.edu/OSP/manuals/pi-manual/>