
Grant Post-Award Management Basics

- **All Award Communications/Notifications must be negotiated and signed by CSU Sponsored Programs.**
 - **Only the Sponsored Programs office is authorized to sign any grant agreements.**
 - Extension Sponsored Programs support is provided by Team 5:
 - Marilyn Morrissey, Sr. Research Admin. – Marilyn.morrissey@colostate.edu; 970-491-2375
 - Sheila Durnil, Research Admin. – Sheila.durnil@colostate.edu; 970-491-4330
 - Damion Dyson, Accounting Tech III – Damion.Dyson@colostate.edu; 970-491-4867
 - Link to Website: <https://vpr.colostate.edu/osp/>
- **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 take place once the award letter/contract is received by Sponsored Projects, reviewed and, signed and returned to the funder. In many cases, changes in terms or conditions are negotiated at this stage, and OSP will meet additional requirements, such as providing a Certificate of Insurance. If it is a research project involving human subjects or animals, RICRO review and approval will be needed prior to activating an account.
 - 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 Programs Team will communicate with PI(s), and Grant Facilitation Team (pre-award support in CSU College of Ag.) regarding the requested change from the sponsor.
 - Grant Facilitation 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 Programs Team
 - Sponsored Programs 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 Sharon King at Sharon.Kingr@ColoState.EDU or 970-491-7950
- **Review and Reconciling of Grant Account!**
 - Once your account has been set-up a regular review and reconciliation of expenses posting to the account needs to occur. The PI has ultimate responsibility to ensure expenses are valid and accurate. For assistance, please contact Sharon King at Sharon.Kingr@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 site, which includes user guide for the ecert electronic certification system:
 - <https://vpr.colostate.edu/ecert/>