

What We Do		
	Pre	Post
NEW awards	Review award documents to ensure T&C's are acceptable (F&A, and exclusions, award dates, billing terms, etc.) Negotiate T&C's if they are not acceptable. Provide complete package to post award.	Request index and set up award in Banner, Send signature authorization form to department.
Subawards	Negotiates subaward, executes agreement, notes on transmittal the subaward issuance.	Receives Subaward request notice, verifies index number and budget amount. If new subaward requests 87XX account code be created in the chart of accounts.
		Signs off on Form 1A for all subawards.
RTSF	Reviews, approves and signs request.	Request index and set up award in Banner if new. Extends dates in Banner if existing award.
Budget Revisions	If agency approval is required, pre-award request budget revision to agency.	Enters new budget in Banner per the internal budget revision form.
No Cost Extensions	If award falls under expanded authorities, approves the first NC extension, and processes a transmittal.	Extend dates in Banner per transmittal from pre- award.
Collections	Addresses issues related to PI performance (Progress reports, deliverables). Post award makes first attempt to collect the needed reports.	Invoices- Resolves all Issues related to unpaid invoices.
	Addresses issues related to contract language breach, non-conformity.	Provides list of high risk agencies to pre award on a quarterly basis.
	Provides list of debarred agencies/sponsors to post award on a monthly basis.	
Compliance	Notes on transmittal if any of the following applies: a) E-Verify, b) FFATA, c) IRB or animal subjects, d) Mandatory Cost share, e) Program Income, f) Financial reports.	FFATA --reports all subawards > than 25K to FRSR Federal system.
	Provides PI Org code and index that funds the cost share and all new and existing awards as transmittals are processed.	E-Verify- Enters attribute in Banner for HR to run report and verify employment eligibility.
	Grants Management Training- assures all PI's attend and are re-certified every 3 years.	Cost Share- Processes JV to fund cost share index.
		Effort Certification- Manages process assuring PI's certify effort in a timely manner.
		Responds to agency desk audits, and annual A-133 Audit.
	Teach Grants Management training each semester.	Teach Grants Management training each semester.
Reporting	Collects Progress reports from PI's.	Financial Reports- Prepares and submits all Financial reports.
	NSF cost share reports- reports cost share in excess of 500K to NSF via Fastlane.	Submits Qtrly cost share and Program Income reports NEW under UG.
		Patent Reports - collects signature from PI and submits report to agency.
	Proposal and awards reports to VPR each Qtr.	Expenses and F&A generated to VPR each month.
Signature Authority	New awards, continuations, de-obligations. Representations and Assurances.	Closeout paperwork including subaward release, patent and final financial reporting.
		Verifies amounts on de-obligations before pre award accepts de-obligation.
		Signs off on all A-133 Audit requests.