

**POST AWARD NOTIFICATION CHECKLIST**  
**College of Arts and Sciences**

**Principal Investigator:** \_\_\_\_\_ **eRS #:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Sponsored Programs Contact:** \_\_\_\_\_

**Congratulations on your award!**

- Award notification usually comes to the Office of Research Development Services (ORDS). If notice is received by the PI, send immediately to ORDS.
- PI submits request for fund number and budget. Submit electronic fund and budget requests through eRS.
  - ✓ Resources to help in preparing budget are found on Office of Sponsored Programs (OSP) website: <https://www.slu.edu/division-of-research-administration-home/research-forms>. Check out the following:
    - ***Fund Number Checklist***
    - ***Fund Request/Change Form***
    - ***Sponsored Programs Request for Budget Form.***
  - ✓ If grant includes personnel, request Position Number/s (if needed) via the form on the HR website: <https://www.slu.edu/how-to-request-a-new-position> . Remember:
    - FT positions each require a unique position number.
    - Graduate assistants, PT staff, and student workers are pooled positions. Each group can share one position number for the group.
    - To determine existing position numbers in your department, go to NBIPORG in Internet Native Banner. Go to NBIPINC to determine if someone is in the position.
  - ✓ Create a new position request for each **new** staff position, which includes the position description and duties.
  - ✓ Work with Cathy Zimmer to create the position.
- In certain cases a Pending Fund Number can be issued based on the sponsor's *documented intent* to award. A departmental fund will be required as a back-up fund.
  - ✓ "Anticipated Fund Number Guidelines" can be found on the OSP Administration Home page: <http://www.slu.edu/x25327.xml>
  - ✓ Additional resources are found on the OSP website: <http://www.slu.edu/division-of-research-administration-home/research-forms>. Check out the following:
    - ***Sponsored Program Pending Fund Request Form***
    - ***Pending Fund Number Checklist.***
- OSP will notify PI once a fund number has been assigned.

### **Once fund number has been assigned:**

- Begin the hiring process for any personnel positions.
  - ✓ FT and PT positions are hired through People Admin, the HR hiring tool. Work with Cathy Zimmer to post.
  - ✓ Student workers are hired through an EPAF.
  - ✓ Graduate assistants are appointed through the eGAR process.
- Process labor distributions EPAFs as needed if salary recovery is required for current employees.
- If the grant has a cost share requirement, request a Cost Share Activity Code from Lisa Zoia. This activity code is required to track the cost share commitment, and should be used to identify those activities (i.e., portion of salary committed as a cost share).
- If the PI will be working on the grant during the academic year (i.e., supervising graduate assistants, conducting research), a cost share activity code should be used on the portion of the salary paid by SLU to add effort on the grant. The salary continues to be charged to the department/SLU fund, but the cost share activity code will capture the reportable effort.
- If desired, PI should set up Delegation of Authority to the department support staff. The form can be found on the OSP website: <http://www.slu.edu/division-of-research-administration-home/research-forms>
- Review sponsor guidelines, University policies, and OMB circulars for managing expenditures for the grant.
- Be sure PI and support staff are on the OSP email list for notification of meetings and policies.

### **Monthly Responsibilities:**

- Attend OSP monthly meeting and other training as needed.
- Review and reconcile budget activity.
  - ✓ *FGR 101 Statement of Account (Cognos Report BUSFM001)*
  - ✓ *FGR 211 Transactions (Cognos Report BUSFM003)*
  - ✓ *FGR 121 Labor Distribution by Month (Cognos Report LDB001)*

### **Other Helpful Information**

- Documents loaded into eRS *after* notification of funding should be loaded as ***Related Documents***. This will, in turn, trigger notification to the Office of Sponsored Programs Administration.
- To determine if the award has tuition scholarship, cost share, IRB approval, etc. pull up the award in eRS. From the **Transmittal Status** page, click on **Proposal Detail** found in the top right hand corner.

**IMPORTANT Related Topic: Policy for Externally Sponsored Programs: Grants, Contracts, and Agreements**  
([http://www.slu.edu/Documents/provost/sponsored\\_programs/Policy.for.Externally.Sponsored.Programs.Grants.Contracts.Agreements.7.2011.pdf](http://www.slu.edu/Documents/provost/sponsored_programs/Policy.for.Externally.Sponsored.Programs.Grants.Contracts.Agreements.7.2011.pdf))