

# Life Cycle of a Grant at UNCG

## PRE-AWARD Process

### FINDING FUNDING

OSP assists faculty with searching the COS & other electronic databases according to Principal Investigator's (PI) area of interest

OSP consults with faculty prior to sponsor contact

### PROPOSAL DEVELOPMENT

PI provides OSP with Request for Proposal (RFP/RFA) draft 10 days prior to submission date

OSP reviews RFP requirements and ensures the PI's proposal meets requirements

### PROPOSAL ROUTING

PI obtains Dept/Unit signatures for proposal and matching signatures

C&G reviews PI's proposed budget and, if required, assists in development and revision

OSP reviews signed internal documents including cost share data (if required) and Requests for Sub-agreements

OSP makes necessary copies and either submits proposal electronically or prepares transmittal letter and mails proposal to funding agency

OSP enters proposal information into its database

## AWARD Process

### PROJECT START-UP

OSP receives award

OSP reviews terms and conditions

OSP negotiates contract (if required)

OSP updates database by turning proposal into an award

OSP copies award document and sends to PI

OSP notifies APRPPSP, Dean, Dept. Head, and UNCG News Services of award

OSP enters reporting due dates on the Lotus Notes calendar shared by the OSP staff (reports can be technical, financial, progress, etc)

## UNCG Office of Sponsored Programs (OSP)

## POST AWARD Management Services

OSP prepares subcontracts (if required)

OSP prepares amendments (no cost time extension, supplemental funding, budget revisions)

OSP communicates with sponsor on issues related to the grant

OSP sends a reminder letter to PI that a report is due

C&G creates an account by inputting the award into the university's financial system (PI uses account number to identify source of expenditures)

C&G prepares project budget for input into financial system, which generates monthly reports

Once a PI purchases an item or service, C&G determines if the purchase was appropriate (or not) and then approves payment (or not)

Post-purchase auditing of project expenses charged to a P card

Deposits checks made in payment for sponsored projects (receivables)

Inputs amendments and no cost time extensions in to financial system

Generates interim and final project expense reports for sponsor

OSP/C&G closeout a project by generating a final report to sponsor (the report may be financial, narrative, include deliverables, patents, etc); includes eliminating financial access to the project

The University has yearly financial audits and A-133 audits on federal programs. Audits vary in level of detail requested. All requests for audits must be cleared through University Controller.