

APPENDIX 1: PRE AND POST-AWARD INVOLVEMENT

ITEM	PRE-AWARD OFFICE	OFFICE OF SPONSORED PROGRAMS
NEGOTIATIONS	Negotiates Awards & Modifications	
PRE-AWARD COSTS	Approves Department's written requests and negotiates amount included in Award document	Assigns Cost Object with Accounting Systems & Procedures; notifies Department & Pre-Award Office
AWARD DOCUMENT	Reviews, negotiates, and accepts Award documents	Reviews Award document for items affecting all financial aspects, including allowability, billings, and reporting
REQUESTING A COST OBJECT	Provides necessary documentation and requests that Cost Object be established, assigns department responsible for the project	Reviews documentation for completeness, assigns Cost Object and Org Unit; sends request to Accounting Systems & Procedures to activate Cost Object
INVESTMENT OF FUNDS		If required in Award document , makes arrangements with the Endowment/Investment Office to automatically invest funds
DEPOSITS	Reviews deposits for unbilled payments	Determines Cost Object, G/L Account, and reviews for appropriateness
PROGRAM INCOME	Reviews at proposal stage	Determines amount to report to Sponsor as indicated in the General Ledger
COST TRANSFER ONLY PAYROLL FORM		Processes Cost Transfer Only Forms; assists Departments with filling out cost-sharing payroll forms
EFFORT CERTIFICATION		Distributes "Periodic Notices" every quarter; distributes and collects Effort Certifications at fiscal year end
PURCHASE REQUISITION		Reviews and approves Purchase Requisitions for capital equipment purchases (excluding 36X & 39X Cost Objects)
CONSULTANT REQUEST	Reviews and approves consultant requests	
JOURNAL VOUCHER		Reviews Journal Vouchers for 3XX funds codes, excluding 39x Cost Objects
REBUDGETING OF FUNDS	Reviews and approves Rebudgeting Forms and also countersigns requests requiring Sponsor's approval; notifies OSP of approval	Reviews and approves Rebudgeting Forms and enters revised award information in R/3 ITD Plan
PRIOR APPROVAL	Reviews and approves requests and also countersigns requests requiring Sponsor's approval; notifies OSP of approval	Revises financial records, as needed
NO-COST EXTENSION	Reviews and approves requests, and also countersigns requests requiring Sponsor's approval; notifies OSP of approval	Revises financial records, as needed