Award Set Up
Best Practices for Research Administrators

Before the award is established in OSR

- Ensure **IRB/IACUC** approvals are in place: obtain copy of approval letter from PI
- **Revise Budget** if necessary
- If **subprojects** exist, send OSR separate budget spreadsheet for each subproject

After the award is established in OSR

Review Project Account Summary (PAS)

- Ensure accuracy:
    - Chartstring
    - Dates
    - Budget (including subprojects)
    - Facilities & Administration (F&A) – rate and base
    - PAS notes
- Read award documentation attached to PAS for unusual terms and conditions
- Run GM045 to see if all budgeted account code roll-ups are open
- Save PAS and award documents in departmental file (electronic or paper)

Salary/personnel planning

- Set up PTA approver in FASIS
- Ensure that correct salary account codes are open
- Faculty salary planning – confirm with PI
    - Academic year direct charge
    - Summer salary
- Verify correct effort in InfoEd PT Award tab

Communicate to applicable department staff necessary information regarding:

- Salary planning
- Effort planning
- Subcontracts
- Unallowable expenses
- Cost sharing
- Use of restricted budget funds
- Use of separate chartstrings (subprojects)
- Use of participant support costs