# POST-AWARD MANAGEMENT OF GRANTS/CONTRACTS

<table>
<thead>
<tr>
<th>Office of Research (Connie Uselman)</th>
<th>Academic Departments (Administrative Assistants)</th>
<th>Faculty (Principal Investigators)</th>
</tr>
</thead>
</table>
| • Submit Banner Finance and Banner HR Access forms to UNCG's Department of Systems and Procedures. | • Process the following for grants/contracts (with oversight and signature authority over budgets from Connie):  
  o EPAFs,  
  o Contracted Services paperwork,  
  o Purchases,  
  o Reimbursements, and  
  o Travel | • Submit all of the following requests to academic departments:  
  o Buyouts,  
  o Summer Pay,  
  o Contracted Services,  
  o Purchases,  
  o Reimbursements, and  
  o Travel |
| • Forward OSP-issued fund numbers for grants/contracts to academic departments. | • Alert Connie if/when funds need to be transferred between account lines. | • Manage and monitor budget by regularly tracking information on e-Print Monthly Reports. |
| • Retain signature authority on all grants/contracts. | • Provide oversight to academic departments on the following for grants/contracts:  
  o EPAF's  
  o Contracted Services paperwork,  
  o Purchases,  
  o Reimbursements, and  
  o Travel | • |
| • Work closely with PI's on grants with significant indirect (F&A) costs. | • | • |