

## POST-AWARD MANAGEMENT OF GRANTS/CONTRACTS

Office of Research (Connie Uselman)	Academic Departments (Administrative Assistants)	Faculty (Principal Investigators)
<ul style="list-style-type: none"> <li>• Submit Banner Finance and Banner HR Access forms to UNCG's Department of Systems and Procedures.</li> <li>• Forward OSP-issued fund numbers for grants/contracts to academic departments.</li> <li>• Retain signature authority on all grants/contracts.</li> <li>• Provide oversight to academic departments on the following for grants/contracts:               <ul style="list-style-type: none"> <li>○ EPAF's</li> <li>○ Contracted Services paperwork,</li> <li>○ Purchases,</li> <li>○ Reimbursements, and</li> <li>○ Travel</li> </ul> </li> <li>• Work closely with PI's on grants with significant indirect (F&amp;A) costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Process the following for grants/contracts (with oversight and signature authority over budgets from Connie):               <ul style="list-style-type: none"> <li>○ EPAFs,</li> <li>○ Contracted Services paperwork,</li> <li>○ Purchases,</li> <li>○ Reimbursements, and</li> <li>○ Travel</li> </ul> </li> <li>• Alert Connie if/when funds need to be transferred between account lines.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit all of the following requests to academic departments:               <ul style="list-style-type: none"> <li>○ Buyouts,</li> <li>○ Summer Pay,</li> <li>○ Contracted Services,</li> <li>○ Purchases,</li> <li>○ Reimbursements, and</li> <li>○ Travel</li> </ul> </li> <li>• Manage and monitor budget by regularly tracking information on e-Print Monthly Reports.</li> </ul>