

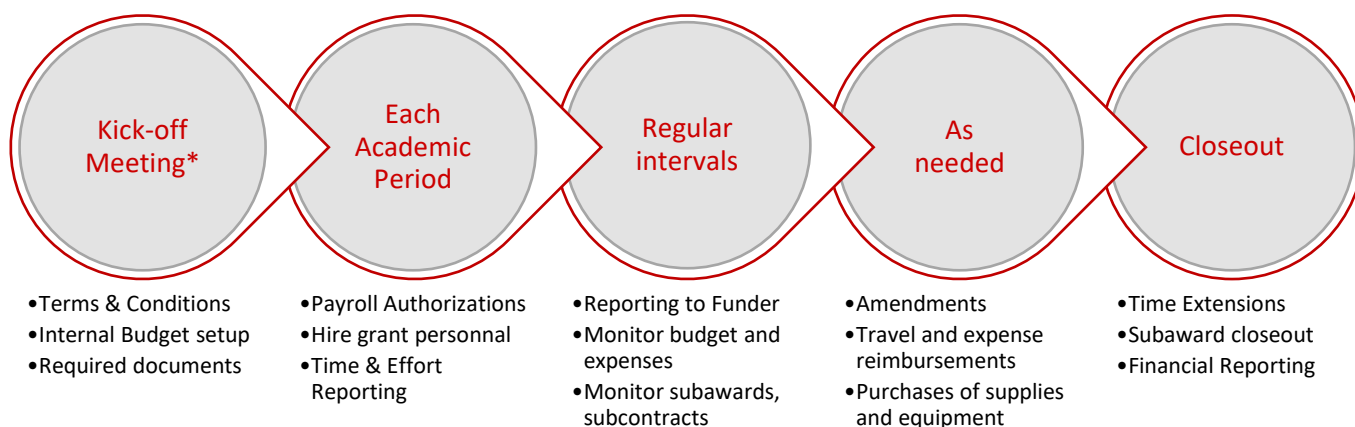
## Post-award Grant Management

Congratulations on your award! You worked very hard to develop your proposal and now it is funded. All your great ideas that were put down on paper now start to become reality.

*Receiving grant funding translates to **managing** grant funding. **Don't worry!** OSPR, along with several Clark offices, are here to support and help you manage your award so that you can focus on your project while meeting internal and external award requirements.*

Grant management at Clark involves several different offices, each with specific roles and responsibilities. Our goal, by working together, is to ensure efficient, compliant, and successful implementation of your sponsored project. This document is designed to communicate the post-award functions critical to your grant award as you move forward. This overview identifies key players, their roles, and highlights frequent actions involved in the grant management lifecycle at Clark. The checklist that follows contains a list of key activities, policy references, and documents that may be applicable throughout the grant performance period.

### Key Milestones in Managing Grant Awards



To ensure that all external awards start off successfully, OSPR suggests a **Kick-off Meeting\*** with the Principal Investigator. This allows all parties to review together the overall process, forms, deadlines, and other requirements associated with the award.

The meeting will be scheduled with the PI, Grant Coordinator (*Department/ Center/ School*), and a representative from OSPR or CFR (depending on the funder) to review the steps involved in managing the grant award from Start to Finish.

*\*Required for PIs who have never received an external award, or for PIs who have not been grant-active in recent years.*

### Key Partners and Roles in Post-Award Process (not all-inclusive)

OSPR / CFR	Principal Investigator	Grant Coordinator	Grant Accounting
<ul style="list-style-type: none"> <li>Review and approve formal contracts and award agreements</li> <li>Review and approve award budgets and reallocations</li> <li>Approve PI Grant Payroll Authorizations</li> <li>Review and approve time extensions</li> <li>Time &amp; Effort Reporting compliance</li> <li>Communicates with Funder about award agreements &amp; changes</li> </ul>	<ul style="list-style-type: none"> <li>Manage award research requirements including all grant-funded personnel</li> <li>Manage grant budget per approved scope and performance period</li> <li>Report on research grant progress as required</li> <li>Time &amp; Effort Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate collection of required award documents</li> <li>Review &amp; monitor grant budget expenses against approved Banner budget</li> <li>Review &amp; process grant purchases, travel reimbursements, payroll authorizations</li> <li>Assist with budget re-allocations and time extensions</li> </ul>	<ul style="list-style-type: none"> <li>Budget setup in Banner</li> <li>Invoicing and Receivables</li> <li>Financial Reporting</li> <li>Approve Grant Payroll Authorizations</li> <li>Approve grant expenses &gt;\$500</li> <li>Ensure expenses are allowable as per funder's requirement.</li> </ul>
<p><b>Effective February 2026, awards will be visible in Cayuse Sponsored Projects. Many post-award management activities and documents will be housed in this centralized platform.</b></p>			

The **Principal Investigator / Project Director** is responsible for the overall technical, administrative, and fiscal management of a sponsored project. With guidance and support from OSPR, CFR, Grant Coordinators, and Grant Accounting, PIs should be familiar with the terms, conditions, and other requirements of their award and funder, as well as the policies and procedures of the University with respect to award management.

Many answers to questions about managing grant awards can be found on the [OSPR webpages](#). Additionally, Department grant support staff can assist with required internal forms, budget queries, and many other post-award grant management activities.

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*Post-Award Kick-off Meeting Form & Checklist starts on following page*

## New Award Kick-off Meeting

KICK-OFF Meeting Date:			
Principal Investigator:			
Sponsor / Funder:			
Award Project Title:			
Cayuse Award # & Title			
Start Date:		End Date:	
Total Award Amount:		Total Direct Costs:	
Grant Coordinator / Support Staff:		Department / Office:	
OSPR Representative:		CFR Representative:	

The **New Award Kick-off Meeting** will cover the following agenda items and use the [Checklist of Post-Award Activities and Considerations](#), (pp 2-3) to review the steps and requirements specific to the grant award.

Agenda Item	Description
Grant Award/Agreement	Review and discuss the Notice of Award and any Terms and Conditions of the grant.
Awarded Budget	Review internal budget and Clark University documents required for budget setup.
Grant-funded personnel	Identify Clark University faculty, researchers, graduate students, post-doctoral researchers, undergraduates, and staff that will be funded by the grant if known at the time; if not, estimate date personnel will be known. Identify and review projected PI summer salary, course buyouts, graduate and undergraduate student stipends and/or hourly wages.
Compliance	Review funder and Clark University compliance requirements related to the research and/or funding source.
Subawards/Consultants	Identify and review subawards and consultant agreements related to the grant.
Changes	Review processes and/or changes to the award budget/scope that require additional approvals.
Q & A	Discussion of any unique or specific issues related to the grant award.

## Post-Award Activities and Considerations

### AWARD CONTRACT & TERMS AND CONDITIONS

<i>KICK-OFF MEETING</i>	Signed Contract or Grant Award Agreement
	Start and End Dates
	Requirements prior to starting grant activities
	Pre-award spending
	Reporting requirements and other stewardship requirements
	Budget limitations and restrictions
	Financial Conflict of Interest Disclosure Forms – Has an FCOI been submitted for each Key Person (Clark) involved in the design, conduct or reporting of the grant?

### BUDGET SET UP

<i>KICK-OFF MEETING &amp; START</i>	Internal Budget spreadsheet with approved line items and account codes, Budget Journal
	Original Budget and Budget Justification
	Authorized Signer Form
	New Grant Questionnaire (updated January 2026)
	Banner Access – Financial information and access
	Award Contract, Funding Agreement, Subrecipient Agreement (if Clark is lead), FFATA
	Subcontract (if Clark is a subaward)
	Contractor vs. Subrecipient Checklist (if applicable)
	Independent Contractor Questionnaire and Approval (HR) (Consultants)

### GRANT PERSONNEL AND PAYROLL AUTHORIZATIONS

<i>EACH ACADEMIC PERIOD &amp; AS NEEDED</i>	Principal Investigator – OSPR reviews and approves all Grant Payroll Authorizations (GPAs) for faculty (PI and/or Co-PI) and staff; Course Buyout Forms must be signed and approved by the Department Chair and processed through OSPR.
	Post-doctoral Researcher – Confirm appointments and/or share guidelines with PI for hiring grant-supported researchers.
	Graduate (PhD) Students – review graduate student stipends with approved budget and conformity with current Graduate Student Union Agreement.
	Master's and undergraduate students - review hourly rates and stipends with approved budget and conformity with current Student Employment standards.
	Other personnel – review process for hiring new staff, or funding current Clark staff to perform grant work.
	All GPAs are submitted through <a href="#">Hirezon/Interview Exchange</a>

## Post-Award Activities and Considerations

COMPLIANCE	
REGULAR INTERVALS  &  AS NEEDED  THROUGH  CLOSEOUT	IRB Approval
	IACUC Approval
	IBC Approval
	CITI Training <ul style="list-style-type: none"> <li>Awards with Human Subjects require CITI training for all personnel including students. <i>(Note: All human subjects research at Clark must be reviewed by the IRB, and participating personnel must complete CITI, regardless of funding source).</i></li> </ul>
AS NEEDED  THROUGH  CLOSEOUT	Responsible and Ethical Conduct of Research (RECR) <ul style="list-style-type: none"> <li>The RECR is critical for research integrity, especially the professional standards expected of researchers.</li> <li>PIs are responsible and are expected to ensure that all individuals (faculty, students and post-docs) working on their project have taken the applicable CITI training within 30 days of the grant being awarded or before work begins.</li> </ul>
	Time & Effort Reporting <ul style="list-style-type: none"> <li>Time &amp; Effort Reporting is required for all personnel funded through federal grant awards who do not submit timesheets each pay period. OSPR sends project-specific reports to PIs at the end of each Academic period: Fall, Spring, and Summer.</li> </ul>
	Financial Conflict of Interest Disclosure Form <ul style="list-style-type: none"> <li>During the award period, PIs are responsible for updating their FCOI at least annually, or within 30 days of the discovery of a significant financial interest.</li> <li>During the award period, any key Clark participants added to and funded by the grant must complete an FCOI.</li> </ul>
	Plan for Safe and Harassment-free Fieldwork for NSF-supported projects where off-campus research is performed. <ul style="list-style-type: none"> <li>PIs must update their submitted pre-award Plan and confirm dissemination to all members of their research team.</li> </ul>
AS NEEDED	Equipment Purchases <ul style="list-style-type: none"> <li>Equipment purchases over \$10,000 must be supported with a competitive bid form and three (3) vendor quotes per Clark University <a href="#">Purchase Policy</a>.</li> </ul>

### CHANGES TO GRANT AWARD

AS NEEDED	Time Extensions <ul style="list-style-type: none"> <li>Review needs for Time Extensions and requirement to submit request at least <b>90 days prior</b> to the approved end date</li> </ul>
	Budget changes including reallocation of line items
	Contract amendments
	Subaward amendments

### QUESTIONS & ANSWERS