THE OFFICE OF SPONSORED PROJECTS POST AWARD

MISSION
We work collaboratively with Principal Investigators (PIs) and university accounting services to ensure project spending complies with the sponsor's requirements. We are the university's resource for fiscal management on externally funded projects beginning with the notice of award to its close-out.

SERVICES
- Initiate account setup with accounting services
- Provide assistance for project spending within the university, including payroll, human resources, and procurement guidance
- Interpret sponsor spending and allocation requirements
- Promote compliance with university and sponsor policies
- Secure subcontract documentation
- Prepare certification of effort reporting
- Approve project spending in accordance to budgets and cost sharing
- Reallocate budget categories and seek academic and institutional approval, if needed
- Alert PIs of closeout reporting deadlines

SMARTGRANT
OSP utilizes SmartGrant, a grants and contracts database management system. All financial records in SmartGrant align with Banner, giving PIs transparency to their project's finances. Post Award features include:
- View master accounts and all subsequent index numbers
- Examine original, submitted budgets compared to tracked changes during grant periods
- Monitor expenditures and encumbered charges
- Set fiscal periods
- Export category burn rates

PI training is forthcoming.

CONTACT
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