

Post-Award Checklist

Revised 5/2/2023

Congratulations on your award notification! Following the process below will ensure smooth management of your award. ORGSP will work with you throughout the post-award phase to maintain accurate financial records.

Award Acknowledgement and Contracts

- Notify ORGSP about notifications that you receive from the awarding body. Include...

- Emails/Conversations
- Funding Packages
- Any paperwork received



[Executive Director of ORGSP](#)

- Receive an email back from ORGSP acknowledging your award. At this point, the ORGSP Post-Award Manager will be brought into conversation to set up the financial end of the post-awards process (See Award/Account Set-Up).

- Work with the Executive Director to manage any modifications or contracts that may be required to finalize the award.

IMPORTANT: All contracts at LMU must be signed by the President of the University. The Executive Director will assist you in working with the Office of General Counsel to complete this step.



Modifications may include a budget adjustment by the awarding body, budget reallocation, change in personnel, etc.

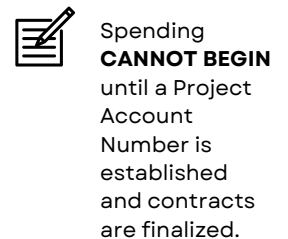
Award/Account Set-Up

- The Post-Award Manager will establish a **Project File** that will consist of the proposal, guidelines, initial award document, and any amendments to the initial award document, prior approval requests, correspondence, compliance approval, fiscal transaction forms and documentation of actions taken from the initiation to final closeout of the project.

Receive notification from the Post-Award Manager that a **Project Account Number** for award expenditures has been established. This account number maintains the project budget. A copy of the budget, budget lines, and any applicable documents necessary to complete the project will also be included.

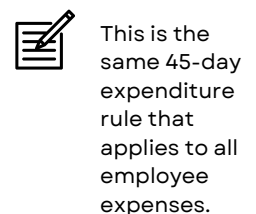


Meeting is scheduled by the Post-Award Manager to discuss the fiscal aspects of the project such as procedures for purchases, signatures required, timelines for purchases, and when spending can begin.

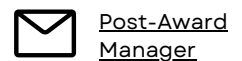


Award Expenditures

Submit expenses within 45 days of expenditure. This ensures that the expenses are charged and recorded within the correct spending cycle.

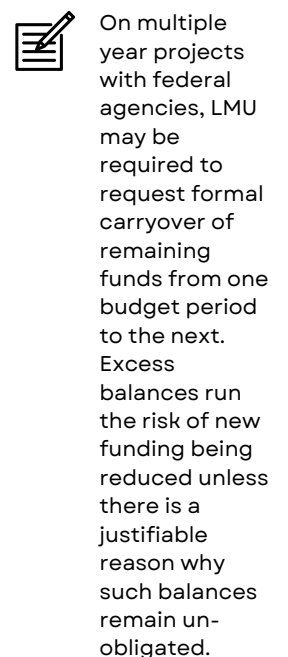


Monitor and report accurate use of expenditures to Post-Award Manager to ensure that accounts are being used as described in the awards agreement. The information reported by the PI will be added to the Project File.



Financial Reporting

Work with the Post-Award Manager to complete any financial or technical reporting requirements throughout the life of the project.



- *Note: With few exceptions, agencies or organizations sponsoring University research or training projects require some form of financial and technical reporting. Reporting requirements vary in frequency, format, due dates, and detail. Some sponsors require interim reports, such as monthly or quarterly, for purposes of tracking the financial status of the project and for handling reimbursements due the University. The Office of Research, Grants and Sponsored Programs handles these interim billings or reports in conjunction with the PI or department.*

Interim Progress Reporting

- Work with the Post-Award Manager to complete any required interim reports (monthly, quarterly, or annually)

- Note: The progress report should contain a comparison of actual accomplishments with approved goals and objectives, PIs' research findings, and other data. Recipients generally will be expected to provide reasons why established goals were not met and to identify corrective actions.*

- Submit a copy of the final progress report to ORGSP and to the sponsor in accordance with the terms of the award.

- Note: When electronic submission of reports is required, all PIs must ensure that they are trained in the system for which their report will need to be uploaded. The Post-Award Manager will discuss this requirement during the initial meeting. **The PI is responsible for ensuring that all reports are submitted to the sponsor (with exception of financial reports, which will be prepared and submitted in conjunction with the ORGSP office).***



For most agencies that anticipate funding a project over a period of years, but make incremental awards one year at a time, an annual progress report is required prior to the sponsor's release of the next year's funding.

Project Final Closeout

- Work with the Post-Award Manager to complete closeout of an award by submitting a **Final Progress Report** and **Final Financial Report** 60 to 90 days after award termination.

- Note: The University is **required** to submit a final report of expenditures generally 60 to 90 days subsequent to the termination of an award. All authorized expenditures and outstanding obligations must be determined and considered in preparation of this report. Accurate, timely, and complete input from the PI is essential.*

- Submit any remaining paperwork related to the award to ORGSP.

- Note: Upon submission of all required documents to the sponsor, the project file is placed in the closed files and retained in accordance with the appropriate retention schedule (normally, records must be retained for three years after submission of the Final Financial Report, or in the case of litigation, records must be retained until final resolution).*



Post-Award
Manager