

Grant Award Policies and Procedures

Congratulations on your award! The Office of Sponsored Programs (OSP) is ready to support you in making the project successful. OSP provides a wide range of post-award in collaboration with college and division business administrators. Responsibilities are identified by position in either OSP or your college/division. Consult the [UHCL directory](#) as staff changes may occur during your award period.

Most PIs have attended a New Award Meeting. Please save and regularly review the documents that were sent via email and discussed at the meeting:

- NOA, contract, or other document from funding agency, detailing terms and conditions
- Internal notice of award, containing cost center, budget, award period, and OSP staff contact information
- HR templates for position descriptions (if your grant includes new staff hires)

This document summarizes the roles, responsibilities and timelines of individuals and offices charged with assisting you in managing your grant.

Grant Accounting:

Activity Initiation: OSP

OSP Point of Contact: Research Administration Accountant

Timeline: Allow 2-3 business days for cost center set up; the timeline for other accounting tasks varies by complexity and staff availability

What to Expect: Upon receipt of an official Notice of Award from a sponsor, OSP initiates the cost center set up. The PI and his/her College Business Administrator (CBA) or Division Business Administrator (DBA) are also part of the signature sequence. OSP reconciles cost centers monthly after the month closes and makes the PeopleSoft financial report (1074) and tracking sheet available to PIs and their CBA/DBA. OSP is also available to answer a variety of other grant accounting questions.

Purchases and Payments:

Activity Initiation: College Business Administrator (CBA) or Division Business Administrator (DBA)

OSP Point of Contact: Research Administration Accountant

Timeline: Minimum of 1-2 weeks before item is needed

What to Expect: CBA/DBA will initiate the purchase based on information provided by the PI. You may be asked to sign the p-card request, requisition, or other financial paperwork. The approval will route to OSP automatically in PeopleSoft work flow. If the item is not allowed under the terms of the grant or there is not enough money remaining in that budget category, the purchase will be denied. To prevent a denial, the PI may want to consult the OSP research administration accountant prior to initiating a purchase, to confirm allowability and the availability of funds.

Student and Staff Hiring:

Activity Initiation: College Business Administrator (CBA) or Division Business Administrator (DBA)

OSP Point of Contact: Assistant Director

Timeline: Minimum of 6 weeks before a new staff member's intended start date and 2 weeks before a student employee's intended start date.

What to Expect: PI will work with the CBA/DBA to initiate the hiring process following [standard UHCL procedures](#). The funding (ePRF) and hiring (ePAR) approvals will route to OSP automatically in PeopleSoft work flow. OSP will monitor and approve or deny these requests based on allowability under the terms of the grant, including availability of funds, award period, and other factors. To prevent a denial, the PI may want to consult the OSP Assistant Director prior to initiating a hiring action.

Faculty Summer Salaries:

Activity Initiation: College Business Administrator (CBA) or Division Business Administrator (DBA)

OSP Point of Contact: Research Administration Accountant

Timeline: Late March/early April

What to Expect: The Research Administration Accountant will contact PIs whose grants include summer

salary for faculty, to confirm the intent of the budgeted individuals to work on the grant that summer. The accountant will also work with college administrators to determine summer teaching commitments with faculty to be paid on a grant. The accountant and the OSP Executive Director will determine allowable compensation according to the [UHS Institutional Base Salary](#) policy. The planned compensation will be sent to the PI for approval. Once approved, the process is turned over to the CBA/DBA to initiate the hiring as described under Student/Staff Hiring above.

Effort Reporting:

Activity Initiation/OSP Point of Contact: Research Administration Accountant

Reporting Period	Effort Reports Issued	Signed Reports Due in OSP
1/1 – 5/31 (Spring semester)	August 31	September 15
6/1 – 8/31 (summer)	November 30	December 15
9/1 – 12/31 (fall semester)	March 31	April 15

What to Expect: The PI will receive a set of effort reports for all individuals compensated under the grant during that reporting period. The PI will obtain signatures from all compensated individuals, then sign the reports and return them to OSP by the specified deadline for that reporting period. Failure to return effort reports in a timely manner may result in a suspension or freezing of the award and/or restrictions on serving as a PI on future grant proposals.

Grant Reporting:

Activity Initiation: Assistant Director

OSP Point of Contact: Assistant Director and Executive Director

Timeline: Detailed reporting requirements including content, format/template, and mode of transmission will be sent to the PI by the OSP Executive Director at least one month before the due date. Calendar requests for report deadlines will be sent immediately after the New Award Meeting.

What to Expect: The PI will receive reminders from OSP until the reporting calendar items are accepted and will be contacted when the 2-week calendar item reminder period begins. The PI is responsible for writing the project narrative component of the grant report. The Research Administration Accountant will provide the financial reporting components. As needed, a virtual or face-to-face meeting may be scheduled to finalize and submit the report.

Budget Modifications:

Activity Initiation/OSP Point of Contact: Executive Director and Research Administration Accountant

Timeline: Immediately upon identification of need; approval could take up to 6 weeks

What to Expect: PI and Research Administration Accountant will meet to review need, determine allowability of budget changes under NOA terms/conditions, and discuss implications of changes on other budget categories. The changes are then reviewed by the Executive Director.

- If sponsor approval is not required, Executive Director authorizes Research Administration Accountant to make the budget changes in PeopleSoft Finance.
- If sponsor approval is required, the Executive Director determines the agency-specific process and prepares the appropriate documentation. The PI may be asked to submit, depending on the agency's process. Once official approval is obtained, the Research Administration Accountant will make the budget changes in PeopleSoft Finance.

Cost Transfers:

Activity Initiation/OSP Point of Contact: Executive Director and Research Administration Accountant

Timeline: Immediately upon identification of need to move an expense to a different cost center; allow up to 10 business days for the process to be completed.

What to Expect: Movement of expenses from one cost center to another is done via Journal Entry. OSP will prepare a JE spreadsheet form, documenting (1) the transaction in question (amount, date, original cost center); (2) the cost center to which the expense will be moved; and (3) an explanation for the need for a cost transfer. The CC manager/authorized signer for each cost center will be asked to sign off on the form. Once complete, OSP will transmit the form to General Accounting where the JE will be made. The transfer should appear on both cost centers by the following business day.

No-Cost Extensions:

Activity Initiation/OSP Point of Contact: Activity Initiation: Executive Director and Research Administration Accountant

Timeline: At least 60 days before the end of the grant (note: some agencies have longer lead times; consult the NOA).

What to Expect: The PI and Executive Director will meet to discuss the reason for the NCE request and review the budget to see which activities would be funded during an NCE period. The Executive Director will research the agency-specific process and prepare appropriate documents for submission by OSP or the PI. Once official approval is obtained, the Research Administration Accountant will make the budget and award end date changes in PeopleSoft Finance.

Other Post-Award Grant Management Concerns:

For all matters not addressed here, please contact the Office of Sponsored Programs (x3015 or sponsoredprograms@uhcl.edu) and your request will be referred to the most appropriate person. You are welcome to drop by in person – we're in B2531, between Human Resources and the Office of the Provost.

Compliance questions (IRB, IACUC, COI) should be addressed to the UHCL Administrative Assistant (x3015 or sponsoredprograms@uhcl.edu)