

POST AWARD RESPONSIBILITIES

	Principal Investigator	OSRFD	Finance & Business Services	Department/College	IRB Committees
Award Receipt	<p>Attend New Award Management Meeting</p> <p>Establish grant activity file system</p> <p>Initiate Research</p>	<p>Conduct New Award Management meeting</p> <p>Set up complete grant file</p> <p>Post grant abstract on OSRFD website</p>	<p>Create SAP Cost center number and maintain files</p> <p>Attend New Award Management Meeting</p> <p>Establish billing procedures</p>	<p>Department Chair and Dean (or designee) attend New Award Management Meeting</p> <p>Establish account file to track all department/college matches and in-kind funds</p>	<p>Support PI's completion of all IRB documents as required by sponsor</p>
Ongoing Activities	<p>Conduct research</p> <p>Monitor project activities and expenditures</p> <p>Meet w/ OSRFD for regular grant review meetings</p> <p>Contact OSRFD for interpretation of sponsor rules & regulations</p> <p>Prepare progress reports as determined by sponsor</p> <p>Maintain grant activity files</p> <p>Maintain regular communication with sponsor program officer</p>	<p>Interpret and apply WCU policies and sponsor regulations to grant activity</p> <p>Advise PI on procedures and special approvals, as needed</p> <p>Serve as liaison between PI and sponsor's business offices</p> <p>Conduct semester management meeting with PI to review grant status. Share meeting notes with appropriate department chair and dean.</p>	<p>Submit financial reports as required by sponsor</p> <p>Record sponsor payments</p> <p>Pay subcontractors</p> <p>Report cost-share expenditures</p> <p>Prepare financial report on grant expenses for semester management meeting</p> <p>Attend semester management meeting to review financial status of grant</p> <p>Maintain project property records</p>	<p>Provide administrative support</p> <p>Review OSRFD notes from the semester management meetings</p> <p>Department Chair and Dean advise and support resolution of project problems</p>	<p>Monitor project for regulatory compliance</p> <p>Provide assistance and information as needed</p> <p>IRB Guidelines</p>

<p style="text-align: center;">Close Out</p>	<p>Request extension (if needed) through OSRFD at least 60 days before grant period ends</p> <p>Submit required reports to sponsor, including technical and patent reports (if applicable)</p>	<p>Notify PI of pending project closure (at least 60 days in advance)</p> <p>Review status of project with PI</p> <p>Assure that required reports are submitted</p> <p>Close the account Retain project files for required length of time</p>	<p>Review all financial reports</p> <p>Review equipment inventory, dispose of equipment in compliance with sponsor's terms</p> <p>Close financial account record</p> <p>Submit final financial report</p> <p>Retain project records as required</p>		
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