

<b>SUBJECT:</b>  <b>Implementation - Post-Award Functions</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  07-1-003
	<b>Supersedes:</b>  Policy:  Date:	<b>Page</b> 1 <b>Of</b> 2
	<b>Responsible Authority:</b> Executive Director, Office of Sponsored Programs (OSP)	

**I. Purpose and statement of operational policy underlying the procedure.\**

The policy helps to ensure that:

1. Obligations of the college are met in a timely and policy driven manner.
2. Principal Investigator/Director (PI/PD) receive necessary help from the fiscal office.
3. PI/PD doesn't face legal or moral consequences.
4. The project is implemented as smoothly and possible.

**II. Applicability/Scope**

Applies to all faculty and staff members who wish to write or submit a proposal to secure external funding

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
PI/PD	As soon as the award letter is received the PI/PD must inform immediate supervisor, the supervisor of the unit at the cabinet level, and the Office of Sponsored Programs.	Within a week of receiving the award letter.
PI/PD	PI/PD must get in touch with the Grants Manager in fiscal office give him/her a copy of the proposal to receive account numbers.	PI/PD must submit a copy of the award letter to OSP within one week of receiving the award.
PI/PD	PI/PD must submit project performance or progress report to the funding agency on time with a copy to OSP.	A week before the due dates that are determined by the funding agency.
PI/PD	PI/PD is responsible to submit "Time and Effort" forms to the Grant Manager on a monthly basis.	Last week of each month.

### IV. Related policies/References for more information

Authorizing Official: <u>M. I. Shak</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	