RUTGERS
School of Social Work

SSW Post Award Administration Timeline

Principal Investigator Responsibilities

Award Notification

⇒ Receive notification of award from either the PI or the Funding Agency . Make sure the SSW Research Services team received the award as well.

⇒ Review the award to ensure no budget or scope changes are required.

⇒ Discuss start date and any needed staff hires with the SSW Business Services team.

Award Set-up

⇒ Work with the SSW Research Services Team and ORSP to review and contract language if needed.

⇒ If required, ensure that the IRB protocol has been submitted and approved .

Active Project Period

⇒ Work with Business Services to confirm allocations for Faculty/Staff salary.

⇒ Submit any services or supply orders to SSW Business Services for processing. This includes submitting Expense Reports as needed.

⇒ On a monthly/quarterly basis review the Budget to Actual reconciliations provided by SSW Business Services.

Final Quarter of Award

⇒ ***Review final draft reconciliation with SSW Business Services.***

⇒ Work with collaborators and subawardees to request final deliverables and invoices.

⇒ Request extension/modification if needed.

End of Award

⇒ Submit FINAL report and deliverables to the funding agency. Sending SSW Business Services a Confirmation.

⇒ Make sure all Travel Expenses have been put through for reimbursement.

Notification of Award & Contract Execution → **Award Set-up** → **Active Project Period** → **2 to 3 Months before End Date of Award** → **Formal End Date of Award**

Award Notification

⇒ Receive notification of award from either the PI or the Funding Agency (AG/SBR/AP)

⇒ Review the award to ensure no budget or scope changes are required.

⇒ Pass on award/contract to ORSP for execution.

Award Set-up

⇒ Make sure all contract language has been approved and that the contract is executed.

⇒ If needed, check to be sure ORSP has initiated the Subcontract process.

⇒ If contract is being negotiated coordinate an LOI and Hold Account request.

Active Project Period

⇒ Work with PI to coordinating allocations for Faculty/Staff salary.

⇒ Process any PI approved purchases or direct expense items charging to the grant.

⇒ On a monthly/quarterly basis provide Budget to Actual reconciliations to PI's for their review.

⇒ On a bi-yearly basis reconcile and validate Effort Reporting Cards in ECRT for PI certification.

⇒ In collaboration with Grant/Contract Accounting interim financial reports will be submitted according to the contract requirements.

Final Quarter of Award

⇒ Meet with PI to review final reconciliation.

⇒ Make sure all expenses are allocated to the grant.

⇒ Double check to make sure an extension or budget modification is not required.

⇒ Be sure final invoices are requested from vendors & subawardees.

End of Award

⇒ Work with GCA to secure a final invoice . Request PI approval and coordinate submission.

Business/Research Services

**Note—once a Notice of Award is received Business Services takes over administering all aspects of the award.*