

POLICY

Sponsored Project Responsibilities- Award Approval and Set up

Topic: Sponsored Awards Admin & Mgmt	Department: Grants	Policy No: 5.50.02	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To identify the process for award approval.

- Policy:**
1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that upon receipt of any award notice, principal investigators (PIs) will immediately forward it to the Business Office for proper signing & approval.
 2. When the Business Office receives an award document, the following will be completed"
 - Match awarding document with the proposal.
 - Review awarding documents and negotiates final document with agency if necessary.
 - A. Award documents are reviewed for compliance with state laws if there is an approved proposal.
 - B. The Business Office may negotiate with the agency on specific contractual clauses to bring the document into compliance with state laws.
 - Approve and sign the award.
 - Mail the fully executed document to the awarding sponsor, when a return copy is required.
 - Notify the PI (via email) that the award is signed.
 3. PIs *do not have the authority* to approve or sign any agreement committing BTI facilities or staff for research, testing, or other activities (see SAAM 5.10.03 Signature Authority- Proposals, Contracts, Financial Reporting Policy).
 4. The post-award process begins when BTI receives notification from a sponsor of their willingness to support a proposal and ends when the final report or other deliverable is transmitted to and accepted by the sponsor.
 - Award notification can be in the form of a notice of grant award (for either a grant or cooperative agreement), a contract, check, or subcontract.