POST AWARD CHECKLIST FOR PRINCIPLE INVESTIGATORS

Before Your Grant Begins		
	Award Notification	▪ *Once you have received official word of your award, submit Notice of Award to ORP's Grant Administrator.* ▪ *Review the Award Notification for important information (i.e., reporting requirements, deliverables, terms and conditions, etc.)*
	Account Set Up	▪ ***ORP will work with Administrative Accounting to have your grant account set up at the University. The PI will get an email notification to approve the account creation. The email contains instructions on how to do so.*** ▪ *If you would like other colleagues to have access to your grant account, please note this to the Grants Administrator before account creation. **You can add a fiscal officer delegate** to help review financial reports and have signatory authority on the grant.* ▪ *Once the account is officially created, you will **receive an email with all of your account details**: Budget Purpose (BP) number, key personnel on the grant, name of the grant, and your assigned Grant Accountant.*
	Compliance	▪ *If your project includes Human Subjects Research, prepare an application for the IRB Committee.* ▪ *If your project includes any research on animal subjects, submit your request to the IACUC committee.* ▪ *You must receive committee's determination before conducting any research.*
	Complete AIS Training & Attestation	▪ *As a PI on a project, you are also considered the Fiscal Officer (FO). You will need to review expenditures and financial reports. AIS is the accounting system that shows this information.* ▪ *To obtain access to AIS, you must complete:* 　○ *AIS Training (email Administrative Accounting for more information)* 　○ *Complete a Fiscal Officer/Delegate Attestation Statement*
	Obtain a pcard (if necessary)	▪ *The "procurement card" is to allow PIs/FOs the ability to make small purchases for their grant.* ▪ *How to obtain one: Complete the SIUE PCard Account Request Form and submit to Purchasing (Campus Box 1012).* ▪ ***Complete Pcard Training and pass the PCard Exam.***
During the Grant		
	Make and Track Expenses	▪ *All purchases on the grant will be reviewed by your Grant Accountant to ensure the expenses are allocable, allowable, and reasonable. Review federal, state, and university policies on specific types of purchases.* *Equipment/Supplies* 　*Purchasing Thresholds on Grants* 　*Small Dollar Purchases* 　　*Purchases less than or equal to $5000* 　　　*Use of pcard or Accounts Payable Invoice Distribution* 　*Purchase Requisition* 　○ *Purchases greater than $5,000* 　○ *PO must be issued prior to order placement or work done* 　○ *If purchase is between $5,000 and $19,999.99, you are also encouraged to submit a quote from vendor* 　○ *More specfic information on SIUE Purchasing Review* *Travel* ▪ *For reimbursement of travel expenses, you must complete a Travel Voucher. (Instructions)* ▪ *Know the travel guidelines and submit requests timely.*

		Salaries
		  ▪ *To hire personnel on your grant/contract, you'll need to complete the following steps dependent on type of hire.*
		    ○ *Full Time Employee (reach out to HR on specific process)*
		    ○ *Graduate Assistants*
		    ○ *Student Employees*
		  ▪ *If the grant requires a disclosure of a financial conflict of interest (FCOI), they are required to disclose certain activities per SIUE's policy on Conflicts of Interest and Commitment 1Q9.*

	Review of Financial Reports	▪ *Each month, Administrative Accounting will send PI/fiscal officers and fiscal officer delegates a notice to review their financial accounts via AIS.* ▪ *It is the PI/fiscal officer's responsibility to maintain the account and expenses within. Please review the financial reports monthly. Reach out to your Grant Accountant if you have any questions.*
	Payroll Certifications	▪ *FOs will receive notification of payroll certifications up to twice per month. It is the FO's responsibility to review and report any discrepancies.*
	Meet Deliverables	▪ *Complete the deliverables we agreed to in your award.*
	Complete Reports	▪ *Required reporting elements are identified in the Award Agreement. Be sure to complete the reports accurately and timely.* ▪ *Your Grant Accountant will complete any financial reports. You are responsible for any programmatic or progress reports. Please communicate with your Grant Accountant if a report has both financial and programmatic requirements.* ▪ *If your agency requires an electronic submission, be sure to establish an appropriate account (and include your Grant Accountant on any communication with the agency.)*
	Communication with Grant Accountant	▪ *Your Grant Accountant will complete and submit all invoices on the grant.* ▪ *Please respond to any questions your Grant Accountant may have about your expenses, including back-up documentation, dates of expenses, etc.*
	Federal Compensation Compliance (FCC)	▪ *On federal awards, the federal government requires that all PIs/FOs review the compensation of grant employees to ensure pay and effort is accurate.* ▪ *When promoted by emailed instructions, review the employees wage information and ensure accuracy by logging in and confirming.*
Other Processes to be Aware Of		
	Budget Modifications	▪ *You may be eligible to modify your original budget to make it fit your project needs. If you need to made budget adjustments, work with your Grant Accountant to determine those needs, the exact costs, and processes for approval from the sponsor.*
	Subaward Issuance	▪ *If your project has a subaward, ORP will issue the subaward documentation to the appropriate entities. Once the sub awardee has completed some of the work, they will invoice SIUE. It is your responsibility to review the invoiced expenses for accuracy and complete the APID paperwork to pay the sub awardee.*
	Cost Share	▪ *If your grant has associated cost share, it must be accurately tracked. This is done by routing all cost-share related expenses through your department's cost share account.*
	Pre Award Spending Approval	▪ *If you have purchases that must be made before the contract is executed, you can request to "pre-spend" the funds. To do so, you must complete the Pre Award Spending Approval electronic form. This form will be routed for various reviews/approvals before funds will be awarded.*
	Changing Key Personnel	▪ *If a member of key personnel needs to change, please review the requirements of your sponsor. Some sponsors require pre-approval. Then, reach out to your Grant Accountant with next steps.*
	Adding FO Delegate	▪ *If you want to add a FO delegate, you'll need to complete the Request for Account Creation or Changes Form. Submit this to Administrative Accounting to have them added. They will also need to complete any AIS training.*
	Audit	▪ *Grants and contracts are subject to internal/external auditing. While this is not a requirement of every award, some may be selected. If selected, your Grant Accountant/Director of Award Management may reach out to you for any questions or documentation.*