Lifecycle of a Proposal/Award

Pre-Award

Development

Agency Review (6-9 mos)

Submit Proposal
Revised Budget
Pre-Award Costs
Award

Post-Award

Project Period

1st Budget Period
2nd Budget Period
3rd Budget Period
No Cost Extension

Closeout

Submit Renewal / Competing-Continuation
Final Reports

Awards

Perform (Principal Investigator)

Administer/Monitor (Post-Award Office)

Technical Close (Principal Investigator)

Financial Close (Post-Award Office)

Find/Explore

Apply
# Lifecycle Details

## Find/Explore
- PI has an idea for a sponsored project
- PI needs source of funding ("sponsor")
- Application Guidelines/Instructions reviewed

## Apply
- Application prepared (both technical & financial)
- Application reviewed within school/unit
- Application reviewed by institutional official and submitted to sponsor
- Institutional approval documentation for animal use and/or use of human subjects (note: could happen before application review)
- If required, revised budgets, other documents, and supporting documentation are submitted to sponsor

## Award
- Award notice received from sponsor
- Award notice matched to application packet and transferred to Post-Award Office

## Administer/Monitor
(Post-Award Office)
- Award packet received from Pre-Award Office
- Award information set up in accounting system
- PI receives account set-up notice and account number
- Subawards to collaborating institutions are prepared and issued
- Review accounts and approve expenditure documents
- Fulfill sponsor financial reporting requirements by preparing financial reports and managing cash receipts on awards
- Manage effort reporting system
- Monitor and/or review budget revisions/program plan changes and enter into financial system

## Financial Close
(Post-Award Office)
- Review accounts and ensure financial reporting deadlines are met
- Maintain cash flow and ensure that amounts of cash received match expenditures reported
- Submit interim and financial reports to sponsor
- Manage record retention
- Acts as a point of contact for audits of sponsored projects

## Perform
(Principal Investigator)
- Conduct work on sponsored project
- Review/approve expenditures and account balances
- Review/approve effort report certification for project employees
- Fulfill sponsor requirements for technical reporting
- Prepare any budget revision/program plan changes for institutional and/or sponsor approval
- Prepare non-competing applications (if required by sponsor)

## Technical Close
(Principal Investigator)
- Fulfill all final technical reporting requirements, including patent disclosure, invention statements, or equipment inventory
- Ensure that all expenses are appropriate for the project and that all obligations have been liquidated prior to the submission of the final financial report
- Inform Post-Award Office of submission of final technical report
- Participate in any audit interviews, as required