

Congratulations on your new award! Before your project begins please review the following:

The following should be reviewed when the new Notice of Award arrives:

1. When you receive an award notice, review the document thoroughly and carefully to ensure the terms and conditions and budget are acceptable and in line with UNC Charlotte Grants and Contracts Administration Policies.
 - a. Review the award notice for any special conditions required by the sponsor which will be outlined in the terms and conditions of the award.
 - b. Review and understand the budget and budget justification.
2. When the award notice is received, GCA will setup the fund based on the IPF – no exceptions. If the IPF is incorrect, please work with the Office of Research and Sponsored Office to update the IPF in NORM.
3. A separate fund will be setup by GCA for **Participant Support Costs** as NSF requires that participant support cost are tracked separately from other budget categories.

The following actions should be taken prior to any spending on the new award:

4. Colleges/Departments should try to have a review with the PI and Key Personnel when the award is released.
5. If there is any **Foreign Travel** - review and understand the US Fly America Act and all treaties associated with this act. GCA only reviews and approves foreign travel not domestic.
6. Create any required **Purchase Orders**.
7. Provide any necessary staff with the new Grant # which will be created by GCA.

The following should be processed immediately upon review of the award notice:

8. **Release time** - release time forms should be completed immediately to allocate appropriate salaries to the new award.
9. **Summer salary** – A reminder in April of each year should be placed on a calendar so that faculty summer salary is paid on time and not late.
10. **Cost share** - Cost share is to be tracked at the college level and reported to GCA no less than quarterly or at the direction of the terms and conditions of the award. Exception: GCA will input and track unrecovered F&A as long as the sponsor has approved it for cost share.
11. **Tuition and fees** – input all tuition in the SEA system which can be found on the RED website. GCA DOES NOT review or approve any items processed in the SEA system.

Please note:

12. **Supplies** – Uniform Guidance guidelines and the budget justification should be followed when purchasing supplies.
13. **Subcontract expenses** – invoices will be sent to GCA who in turn will send the invoices to the PI to approve for payment. By approving the invoice, the PI is stating that the subcontractor is performing the required tasks as outlined in the contract. The PI should notify GCA immediately if the subcontractor is not performing.
14. **Equipment** – equipment to be purchased is required to be approved by the sponsor.
Required Receipts from Sponsor – On occasion, GCA will receive an award which requires all receipts to be submitted with invoices. This requirement will be outlined in the terms and conditions of the award. GCA will contact the college/department for receipts as needed.

After the award ends:

15. The **Award Close Out Process** starts approximately 90 days prior to an award end date and continues until the award is inactivated in Banner. During this process, please continue reviewing expenses for accuracy and legitimacy.
16. A **Closeout Notification Report** is sent to each College Research Office and Principal Investigator 90 days prior to an award ending. This report will reflect the current start and end date, budget, expenses, and encumbrances for your review.
17. Please **review the most recent e-print reports** (FRRGITD and FGRODTA) as well as all expenses not yet reflected in BANNER. All necessary transfers must be made within 90 days of the original charge and must be fully justified with supporting documentation.
18. Please refer to our **90, 60, and 30-Day Closeout Notices** which are located on the GCA website for additional departmental action items during the award closeout process.
19. The GCA office will review the F&A allocation to ensure its accuracy, prepare the final financial report or invoice, and begin the closeout process. **Please work with your GCA representative** to ensure expenses are reflected completely and accurately, and to ensure a swift closeout.

For refer to the [Financial Award Close-Out Policy](#) or [contact your GCA representative](#) for additional information regarding grant closeout.