

# Post-Award Process Overview

## Managing Grants Effectively

### Award Notification

- Review notice of grant award
- Review award terms and conditions

### Establish Grant Account

- CNR works with ORSPA and Grant Accounting to set up account and allocable funds to the appropriate expense categories

### Project Management Meeting

- CNR meets Project Director/Principal Investigator
- Determine who will be designated as support staff for the grant

### Begin Project

- Manage project according to grant proposal and agreement
- Adhere to financial expenditures
- Hire additional staff
- Request budgetary changes (if needed)
- Purchase equipment/supplies
- Project Director/Principal Investigator to meet monthly with CNR to provide grant updates

### Identify Reports

- Identify types of required reports and deadlines
- Work with Grant Accounting to assure compliance with funder expectations
- Reconcile accounts monthly and review expenditures for accuracy

### Close Grant Account

- Work with Grant Accounting to close out grant account
- Submit final reports to funder
- Perform required activities with report to publishing, reporting, etc.

