

Post-Award Process

1. When The Office of Research and Sponsored Programs (ORSP) Postaward receives the following documents, the project/program moves officially to the postaward phase:
 - a. Notice of Award (NOA)
 - b. Draft agreement/contract
2. ORSP Postaward will route the draft agreement/contract to UT Systems Office of General Counsel (OGC) for review and negotiation.
3. If there is a possibility of a conflict of interest, the PI should complete the [Research Conflict of Interest Form](#) and submit to the [AVP for Research](#). Please note, this process is related to research only and does not replace the Annual Disclosure/Conflict of Interest administered by the [UTPB Compliance Office](#).
4. Upon receipt of OGC approval, ORSP Postaward will route for signatures.
5. Upon receipt of a fully executed agreement/contract, ORSP Postaward will submit and activate the proposal in the PeopleSoft Grants Module.
6. ORSP Postaward will then notify the grant accountants in Accounting so that they can activate the speed type and update their records.
7. ORSP Postaward will notify the PI as well as the supporting department/college administrative assistant of the following:
 - a. Project ID
 - b. Start/End Dates
 - c. Proposal Number
 - d. Final Approved Budget
 - e. Instructions for PO1 submissions (if applicable) – [Salary on Grants PO1 Standard Operating Procedure \(SOP\)](#)
 - f. [Sponsored Projects/Programs Monthly Reconciliation SOP](#)
8. The PI will be responsible for monitoring expenses from within their grant budget. PI's are always welcome to contact ORSP Postaward or the grants accountants in Accounting for assistance.
9. All expenditures on grants must be pre-approved by ORSP Postaward. This includes foreign travel. If foreign travel is required, the traveler should complete the [Foreign Travel on Grants Form](#) and submit to orsp@utpb.edu.
10. Material Transfer Agreement (MTA). If required, please review the [MTA Agreement Information](#) document and follow the instructions provided.
11. ORSP Postaward will send monthly free balance and reconciliation reports to the PI and supporting department/college administrative personnel. SOP instructions should be followed.
12. Annual and final financial reporting will be coordinated by [ORSP Postaward](#) with [Accounting](#). The PI is responsible for the submission of all technical/programmatic reports to the sponsor as well as providing a copy to ORSP Postaward. [Sponsored Projects/Programs Monthly Reconciliation SOP](#)

13. ORSP Postaward will notify the PI and department when a grant is set to end 120 days prior in order to begin the closeout process or submit an extension request.
14. During the closeout process, the department/college will be required to clear any deficits well in advance of the end date.
15. Should a faculty member with an active sponsored project/program leave UTPB, their department/college administrative personnel should use the [Faculty Termination Checklist](#) to ensure all research related issues are addressed well in advance of the separation date.