GRANTS ADMINISTRATION REFERENCE SERIES

Post-Award Process

What happens once the award is funded: setting up, spending, reporting, tracking effort, and closing out.

MUSC Health Office of Grants and Research

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The Grant Lifecycle

Grants run on one continuous cycle. The pre-award phase finds funding and submits the proposal; post-award (this guide) begins once the award is funded and runs through closeout.

What is Post-Award?

Post-Award involves diligently implementing, monitoring and closing out a grant: managing finances, ensuring compliance, tracking process, reporting, and meeting the terms of the agreement.

The focus is on

- Project setup & implementation
- Financial management
- Programmatic oversight
- Reporting & compliance
- Award closeout

Post-Award Flow

Five stages carry an award from setup to closeout:

1. Award Setup
2. Financial Management
3. Cash Management
4. Effort
5. Close Out

Award Set Up

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Notice of Award received

- Sponsor / NIH, etc. sends notice that funding is awarded to ORSP
- Office of Research and Sponsored Programs (ORSP) sends an email to the team
- Grants and Contracts Accounting (GCA) creates the “award / grant” in OurDay:
  - GR###### (grant number)
  - AWD-###### (award number)
  - Specific for the PI
  - State / Federal / Foundation / Corporate / Private funding
- An email notification is routed once this is established

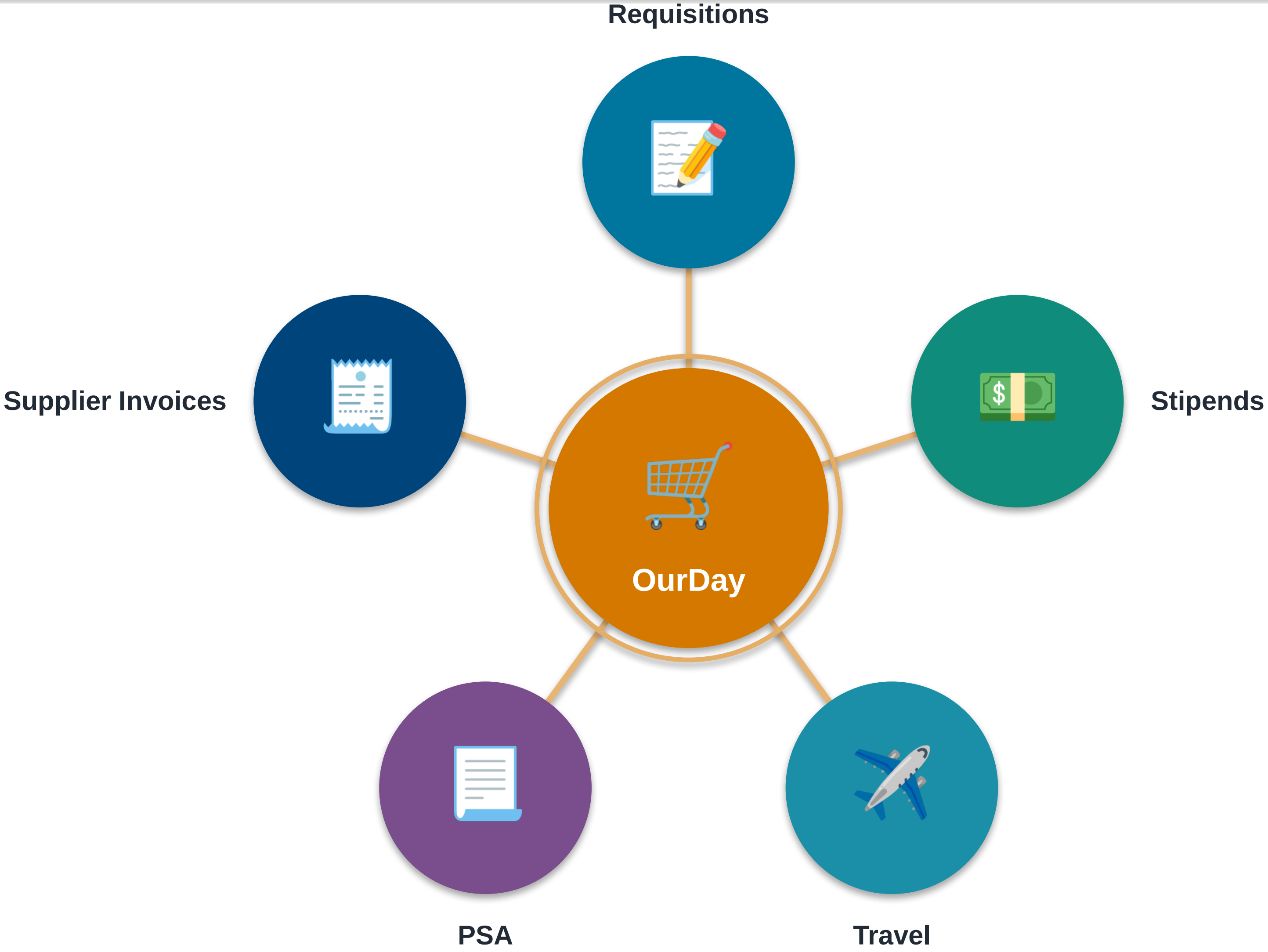
WHAT YOU'LL SEE

New account created in OurDay

Once the Notice of Award is received, GCA sets up the award in OurDay with a grant number (GR######) and award number (AWD-######) tied to the PI and funding type. An email notification goes out when the account is established.

OurDay Purchases

Spending against the award in OurDay happens through several purchase types:



PI Reports

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Budget to Actuals (BTA)

- The OGR Grant Manager runs a monthly report to view award spending
- See financial transactions hitting the award
- Monitor any expense or revenue variances
- Watch for budget variances; cost underrun or overrun

WHY IT MATTERS

Monthly Audit of Award(s)

Each month the Grant Manager reviews spending against the budget to catch variances early, confirm charges are landing correctly, and flag any under-spending before it becomes an issue.

Invoices: Cost Reimbursable Awards

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GCA generates invoices based on expenses that have hit the award. The OGR Grant Manager reviews each one:

- **Generated quarterly** GCA creates the invoice from expenses that have posted
- **Sent to the Grant Manager** routed for review
- **Review for accuracy** confirm the charges are correct
- **Approve based on award details** check against the award terms
- **Double-check** ensure nothing was missed

Subaward Invoices

The **gca_subinvoices@musc.edu** mailbox reviews incoming subaward invoices and routes them via OurDay for approval:

1. **GCA reviews & routes via OurDay**
2. **Grant Manager reviews**
3. **Verifies & approves**
4. **PI reviews & approves**

Effort

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Effort in OurDay (via PCA)

- Effort is entered into OurDay via a PCA
- A PCA is entered once the GR# is generated, based on the budget
- Entries are reviewed quarterly for accuracy & auditing
- Pro Forma reports are run in SandBox first to catch issues
- Effort Certifications generate from OurDay to the Grant Manager's inbox, then to the PI to approve
- Late award (e.g. awarded 2/1/26, effective 1/10/26)? A PAA is done in addition to the PCA to retro the effort

RVU-Paid PIs: Outside OurDay

- Processed outside OurDay
- A report is run to verify details
- Manually reviewed
- A spreadsheet tracks the information
- PI verifies and double-checks the details
- Updated monthly so no lapses happen

Close Out

FFR: Federal Financial Report

- GCA runs the Grant Budget to Actual report
- Based on that report, they complete the close-out report
- An email is sent to the Grant Manager advising of close out:
  - Requesting additional info (if applicable)
  - Outstanding commitments (if applicable)
  - Date due

FINAL STEP

Grant Manager sign-off

The Grant Manager will approve the close out, or advise of any changes via email: the final check before the award is formally closed.

Acronyms & Terms

FFR
Federal Financial Report

NOA
Notice of Award

GCA
Grants and Contracts Accounting

RVU
Relative Value Units

SandBox
OurDay testing site

Effort
Percentage of time dedicated to a specific research project

Effort Certification
Legal process to verify the time charged to a project occurred

PCA
Payroll Costing Allocation

PAA
Payroll Accounting Adjustment

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Questions?

Reach out to the Grants Administration team.

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