

Grant Submission and Post-Award Procedures

Grants Clearance & Submission Process

1. Principal investigators (PIs) must complete a Pre-Submission Grant Proposal Clearance packet. This is required to be submitted at least 10 days prior to the grant deadline. The packet should contain:
 - a. [The Grant Proposal Clearance Form](#),
 - b. A project summary/abstract (1 page or less), and
 - c. A detailed budget.
2. The clearance form must be signed by the PI and any other Pace-affiliated senior personnel (e.g., Co-PI, Co-I).
3. The clearance packet is then routed to the Department Chair for approval. An email from the Chair can be substituted for a signature.
4. Following Departmental approval, the packet is forwarded to the Dean's Office for College/School approval.
5. If the senior personnel for the project are from different departments or schools, approval is required from all relevant Department Chairs and Dean's Offices.
6. If submitting a proposal to a private funder, approval from the Director of [Corporate and Foundation Relations](#) is also required.
7. Following approval from the relevant Dean's Office(s), the packet is routed to the Office of Sponsored Research. When the Associate Provost for Sponsored Research has signed off on the clearance form (following approvals from the Department and Dean's Office), the proposal is officially "cleared" for submission.
8. The Office of Sponsored Research (OSR) will formally submit any proposal requiring submission and/or sign off by the Authorized Organizational Representative. This is the case for proposals submitted through Grants.gov, Fastlane, eRA Commons, and some other online submission portals. The PI should carefully read the solicitation or application instructions for the funding opportunity for guidance on the submission process. If the Office of Sponsored Research will be submitting the proposal on behalf of the PI, all materials should be uploaded and/or emailed to OSR at least two business days prior to the deadline; this ensures there is adequate time for review, and resolution of any technical glitches that may arise. If submission of the proposal by the Office of Sponsored Research is not required, the PI should submit the proposal to the funding sponsor (via mail, email, or online portal, depending on the funding opportunity); if submitted via email, the PI should copy OSR on the submission.
9. The Office of Sponsored Research should be informed when the PI(s) receives notification of an award or that a funder intends to make an award.
10. If the funding agency requests any changes or revisions to the budget, an updated budget should be sent the Office of Sponsored Research for review.
11. If the grant/contract involves terms and conditions that should be reviewed by University Counsel, the cognizant budget representative for the College/School will enter the contract into the Contract Management System,

- which initiates the appropriate financial, legal, and/or risk management review. OSR can advise the business representative on this matter.
12. Once a grant is awarded, the PI should complete an [External Funding Account Approval Form](#) and send it (along with the award letter, full proposal, and final budget) to the Office of Sponsored Research.
 13. The Office of Sponsored Research will forward these materials to the Director for Grants Compliance and Reporting, Finance & Planning, for set-up of the grant index.

Post-Award Procedures

This is the point where Business Representatives are consistently involved in monitoring expenditures.

1. Business Reps should receive a full package from the Office of Sponsored Research (OSR) and/or PI which includes the above-mentioned forms, an award notice and a budget by account line to reconcile the award. The Business Rep will work with the PI to conform the budget to banner account numbers.
2. Business Rep will forward budget with account numbers to Office of Grant Reporting and Compliance, F & P. Sponsored Research has already forwarded grant award package (Sponsored Research forms, award letter, proposal, etc.) to the Office of Grant Reporting and Compliance to review for compliance and create a new index.
3. Once the index is created, Office of Grant Reporting and Compliance sends an email to the Business Rep, PI, OSR, Development (if appropriate) notifying them of the new index.
4. PI then works with the Business Rep to expend the dollars as stated in the accepted proposal.
5. Office of Grant Reporting and Compliance, F&P, will generate periodic financial reports/ invoices for the Principal Investigator and the Business Rep to review prior to F&P sending to the funder to fulfill grant reporting requirements.
6. Business Rep works with Office of Grant Reporting and Compliance, F& P to track expenditures and make sure PI spends allowable costs within the budget lines.
7. Business Rep & PI keep tabs on all required reports and closing date of grant.