

PRE-AWARD	POST-AWARD
<p>Jessica (Dean's Office): jessica.hudgins@uqa.edu <i>Reach out to Jessica when you begin to consider seeking external funding</i></p> <ul style="list-style-type: none"> • Works with PIs to find calls for proposals • Works with PIs to prepare proposals for submission: checklist, budget preparation, sponsor/UGA policy analysis • Coordinates receipt of subaward docs • Reviews proposal materials for compliance, proofreads if desired • Enters data into the Grants Portal including Intellectual Credit, F&A distribution and compliance information • Routes proposals for approvals • Submits proposals <p>PRE- to POST-AWARD</p> <ul style="list-style-type: none"> • Prepares just-in-time documents • Sets up pending awards • Makes requested modifications to budget plan during award process • Facilitates communication with SPA about delays; provides case management and support to PI • Develops new processes and procedures for pre-award management • Provides training to PIs • Provides college-level reporting 	<p>Cecily (OFHR): cecilyc@uqa.edu <i>Once the project is awarded by SPA, Cecily will email you the award information and become your point person for the project</i></p> <ul style="list-style-type: none"> • Sets up funding cost shares in FMS • Adds effort to grant for PIs with salary savings • Distributes salary savings earnings • Manages instructional course buyouts • Sends out 60/30 day reminders for grants closing • Assists BMs with grant closures • Assists DHs and BMs with grant management • Assists with OFHR & PI reporting and questions to BMs, Department Heads and PIs • Requests modifications on awards • Oversees and manages residual balances, including reminders to PIs • Facilitates communication with SPA about delays; provides case management and support to PI • Provides assistance to PI for No Cost Extension • Develops new processes and procedures for post-award management • Assists with grant reporting • Provides training for PSRs as needed to BMs, DHs, PIs

Generally speaking, when SPA has awarded the project to the unit, the project transitions from Pre- to Post-Award for setup and College oversight.

SPA handles subaward set up and management. We can facilitate communication with SPA regarding subawards. Reach out to Jessica before the subaward has been awarded by SPA. Reach out to Cecily after it's awarded (ex. email: "SUB0000xxx: Subaward Encumbered").

When pre/post determination is unclear, email both Cecily and Jessica.