1. **Prior to project account setup**, consider and plan for the following:
	1. **Submit necessary compliance protocol documentation** and applications to the appropriate University entity. Protocol approvals can take 4-6 weeks with complete information, or longer if applications are incomplete or there are other extenuating circumstances such as permitting, etc.
		1. Barring extenuating circumstances, OSP Post Award cannot setup a project account until compliance items have been cleared.
		2. This includes IACUC, IBC, IRB, Export Controls, FCOI, and RCR. The latter, RCR, will not hold up project setup, but needs to be completed prior to personnel working on the project.
	2. **If equipment purchases or large services or goods purchases are planned**, the PI should familiarize themselves with, and plan for, the necessary Purchasing Services processes. See <http://www.uidaho.edu/finance/controller/contracts-and-purchasing-services/forms> or contact purchasing@uidaho.edu for details. Note: purchases cannot be made until the project account is established.
	3. **Discuss hiring and appointment of personnel** with your departmental grants administrator (DGA). See section 3 for additional detail.
2. **When you receive your account setup email from OSP:**
	1. **Review your account setup email**, including the award face sheet summary sent from the [OSP Financial Unit](http://www.uidaho.edu/research/about/osp/financial-unit) (this should be sent to you within 2 weeks of your account setup email notice from Post Award):
	2. Ensure that the budget is allocated as awarded and the funding is in the categories that you will need to expense it in. If a reallocation is needed, contact the [OSP Cost Accounting Unit](http://www.uidaho.edu/research/about/osp/cost-accounting-unit) at osp-cost@uidaho.edu. If the breakdown in the account does not match the awarded funding breakdown, contact [Post Award](http://www.uidaho.edu/research/about/osp/post-award-administration) at postaward@uidaho.edu.
	3. The dates should match those of the agreement.
	4. Ensure that you understand the parameters of the noted terms and conditions on the award face sheet. If you have any questions about what the notations mean or how they will effect the funding and project management, contact Post Award.
	5. If subawards were proposed and approved, they should be noted in the award face sheet. If the subaward information is incorrect, contact Post Award. Note: The PI and department must initiate subaward issuance – it is not an automatic process. See the subawards section.
3. **Work with your assigned departmental grants administrator to:**
	1. Correctly allocate effort, hire necessary project personnel, or process labor distribution EPAFs for the appropriate (approved) effort. This will result in less payroll cost transfers and audit red-flags, and will ensure your personnel are paid on time and accurately, in exchange for their effort on the project.
	2. Discuss project plans and get departmental level assistance for the necessary internal processes related to grants/contracts management, including items noted below.
	3. Discuss and plan for project related expenses and establish a communication plan to ensure that your support person(s) has the necessary information to correctly allocate costs, initiate actions, and assist with the project. Planning costs and establishing a relationship with your departmental support personnel will cut down on cost transfers, which are an audit red-flag. Poor planning or lack of communication can also result in disallowance of costs.
	4. Request, initiate, and plan for travel related to the project. You should also familiarize yourself and project staff with the required university travel policies ([APM Chapter 70](http://www.uidaho.edu/apm/70), including the [Fly America Act](https://www.uidaho.edu/research/faculty/resources/fly-america-act), as well as the sponsoring agencies travel restrictions and allowances (this should be included in the agreement or master agreement for the project), as well as noted in your award face sheet and the award notice sent to you by Post Award.
4. **Initiate subawards and services agreement:**
	1. If subawards and services agreements were planned and approved and are to start at the onset of the project, you need to initiate both.
		1. **For subawards**, visit: <http://www.uidaho.edu/research/faculty/resources/forms> to download the subaward issuance instructions and return the necessary form and information toosp-contracts@uidaho.edu
			1. Consider necessary reporting dates for subrecipient, appropriate monitoring terms, and milestones to include in the subaward.
			2. Prepare for milestone dates by considering communication methods with your subrecipient teams, to ensure they are aware of deadlines and milestones.
		2. **For services agreements**, visit VandalWeb to complete the electronic services agreement process via Purchasing. Direct questions to [Purchasing Services](http://www.uidaho.edu/finance/controller/contracts-and-purchasing-services) at purchasing@uidaho.edu.
5. **Plan for and track cost share with your department.** Cost share needs to be submitted in a timely manner as our cost share should keep pace with expenditures on the sponsored award. If the cost share is to come from effort of UI employees, please discuss this cost share with the Personnel Activity Report (PAR) contact for your division as they are they will need to enter the cost share on the appropriate PARs prior submission. If the cost share is to come from UI resources other than personnel (e.g. travel, operating, equipment purchases, etc.) the Banner document(s), budget providing cost share, and amount of the cost share will need to be communicated to Wendy Kerr (wendyk@uidaho). If cost share is to be received from an entity outside UI (3rd party match), please contact Wendy for the documentation requirements at the onset of the project.
6. **Plan for your deliverables, including reporting dates, required meeting attendance, etc.** and create reminders to ensure timely deliverable of all required materials and actions, to comply with the sponsor’s requirements.
	1. All technical aspects of a project are the PIs responsibility. Any financial reporting is the responsibility of OSP. Note that when financial and technical reports must be submitted together, the PI needs to coordinate with OSP and OSP will generally submit.
7. **Plan for and review your monthly financial reports in** [**Vandalweb**](https://vandalweb.uidaho.edu), to monitor expenses and plan for future expenses. These reports are released on the 10th of each month.
	1. Funding should be expended by category per the sponsor approved budget. Slight deviations, if the sponsor permits, should not be of ample concern, but consistent or large deviations are an audit red-flag and may result in disallowed costs. It is the responsibility of the PI to contact OSP to ask for information on spending changes or allowable expenditures. See the next section on prior approval for details.
	2. If you have any questions about expenses already charged, or whether or not an expense would be allowable, contact OSP Cost Accounting at osp-cost@uidaho.edu.
	3. Note: All expenses must be incurred within the granting period with the exception of approved 90-day pre-award spending expenses (agency specific) and publication costs after the term date (costs must be incurred before close out date which is 90-120 days after end date and agency specific). Please contact osp-cost@uidaho.edu with questions.
8. **If project changes are needed, please seek OSP advice and assistance at least 30 days prior to the intended change.** **This includes the requirement for prior approval for carryforward. Failure to request carryforward, if funds remain at the annual anniversary date, will result in forfeiture of those funds. Check your award face sheet to see if carryforward is restricted**.
	1. Federal sponsors require 30 days-notice for prior approval requests and many agencies will not consider a request after the change is already made. OSP can also advise you on whether or not a sponsor will require prior approval or if the change can be made internally under certain conditions and with the necessary background and justification.
	2. **Failure to seek prior approval can result in disallowance of costs.** Please review your award face-sheet, award notice email, and agreement for specifics or contact Post Award or OSP-Cost. Both Post Award and OSP-Cost are happy to assist in answering prior approval questions.
	3. Helpful resources on prior approval can be found as follows:
		1. <http://www.uidaho.edu/research/faculty/manage-award/guide/managing-awards/project-changes-requiring-approval>
		2. <http://www.uidaho.edu/research/faculty/manage-award/faqs/prior-approval>
		3. Forms: <http://www.uidaho.edu/research/faculty/resources/forms>.
9. **PARS:** If a UI employee is paid out of project funds, or has cost share committed to the project (see 5 above), a PAR will generally be required. When PARs are available in VandalWeb for completion, an email will be sent directly to the employee. Questions on the PAR process can be directed to Wendy Kerr (wendyk@uidaho.edu).