Northwest Missouri State University – Post-Award Process for Externally Funded Projects

Grants Coordinator’s Office, January 2014

**Stage 1: Pre-Implementation**
- Project Manager (PI) is Notified of Successful Proposal
- Grant Agreement is Received by PI.

**Stage 2: Administrative Preparation**
- PI works with Finance Office to Establish Grant Project Account
- GC Coordinates with University Relations to Announce the Project to Media
- Grant Agreement / Contract is Signed by Appropriate University Personnel

**Stage 3: Project Implementation**
- Project Begins; Costs May be Incurred
- Begin Project Reporting:
  - Internal Progress Reports to Finance Office
  - Invoicing to Granting Agency
  - Progress Reports to Granting Agency
- Accomplish all Project Deliverables
- Submit Final Report and Invoice to Granting Agency. Work with Finance Office to Close Grant Account
- Hold Debrief Meeting with Project Stakeholders

**Decision Points**
- Does Project Budget Require Revision and/or did the Grant Agreement Change the Scope of the Project? (YES/NO)
- Does NLT / Regents Support Project (YES/NO)
- PI Notifies Granting Agency that Award will not be Accepted

**Flowchart**
- Start Here
- Grants Coordinator (GC) calls Post Award and Submission (PAwS) Committee Meeting. Task List is Developed and Responsibilities Assigned
- PI Revises Budget/Scope with Project Stakeholders
- PI Revies Grant Agreement/Contract with Appropriate University Personnel
- PI works with Finance Office to Establish Grant Project Account
- GC Coordinates with University Relations to Announce the Project to Media
- Grant Agreement / Contract is Signed by Appropriate University Personnel
- Project Begins; Costs May be Incurred
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