

College of Education Post-Award Procedures

1. Principal investigators and other members of investigative teams will work directly with their assigned post-award administrator for all matters related to post-award support. If the post-award administrator is unavailable for any reason, the PI/team will work directly with Wendy McKenzie.
2. All HR-related activities for post-award support will be handled by Wendy McKenzie.
3. The Office of Research and Innovation will provide the training needed for all post-award administrators to provide adequate post-award support. In addition, post-award administrators and PIs will be trained to know key offices/personnel within the college and on campus who are responsible for handling all aspects of post-award support (e.g., hiring, stipends, travel). The post-award administrator is expected to serve as the primary liaison for communicating with these offices/personnel.
4. The Office of Research and Innovation will schedule a **Grant Launch Meeting** as soon as the investigative team receives the award notification. These meetings should be attended by the Director of Grants and Contracts, the Director of the Research Institute, the Grants Administrator, the PI (and the rest of the investigative team), and the assigned post-award administrator. Meetings should detail the remaining SOPs listed below.
5. The post-award administrator will obtain PI approval for all grant-related activities (e.g., expenditures).
6. The post-award administrator will create and use a One Drive share folder to give the PI access to all grant-related documents (e.g., expenditures, balance).
7. The post-award administrator will send the PI a monthly expenditure/balance report.
8. Post-award administrators will continue to meet on a monthly basis with the Director of Grants and Contracts to check-in, facilitate trainings as well as troubleshoot any problems they are experiencing.
9. The Office of Research and Innovation will schedule quarterly meetings with the investigative team and the assigned post-award administrator to ensure quality control and continuous improvement.

