Award Administration

NOTICE OF AWARD

OGCS receives a Notification of Award (NOA), along with any required signature documents.

AWARD NEGOTIATION AND ACCEPTANCE

If the terms and conditions are acceptable, the award is signed by an authorized institutional representative; otherwise, in consultation with PI and department/college, OGCS negotiates necessary changes or exceptions to troublesome clauses so that the award can be accepted by the University.

ACCOUNT ACTIVATION

Once all award documents have been approved and signed by both parties, an award notice is prepared in OGCS and sent to the PI, department manager, Chair, Dean , and Sponsored Project Services (SPS). SPS activates the award in the Advantage financial system, authorizing the expenditure of funds under the award.

Research commences!!!

REPORTING

In accordance with agreement terms, Sponsored Projects Services submits financial reports (invoices) and PI submits technical and other required reports to the sponsor.

BUDGET AND PROJECT MODIFICATIONS

Award modifications – including budget changes , modifications of scope, time extensions, etc. are submitted for Sponsor approval by OGCS. Some (mostly federal) sponsors delegate authority to approve changes to the University, using the Organizational Prior Approval System (OPAS).

PROJECT OUTCOMES

Research is completed, PI prepares technical reports and papers for publication; Sponsored Project Services prepares financial and property reports, OGCS prepares Report of Inventions.

PROJECT CLOSURE

Documentation is submitted to sponsor; award is closed by University and by Sponsor

Congratulations on a job well done!

Office of Grant and Contract Services NAU Box 4130 Flagstaff, AZ 86011-4130
Tele. 928-523-4880 Fax: 928-523-1075 E-mail: ogcs@nau.edu