**GRANT FUNDED P ROPOSAL AWARD PROCESS**

Because Clayton State University (not the school, department, or individual faculty member) is the legal entity for all awards, there is a process for receipt of incoming awards to ensure that Clayton State can accept any conditions imposed on the award.

If your proposal submission has been awarded a grant/project funding and you have received notification (either by email or letter); what’s next?

1. Contact Nicole Harris, the Grants/Budget Analyst in the Budget office receives a copy of the notification. Nicole will work with you throughout the contract review process.
2. The Grants/Budget Analyst will use the budget submitted with the proposal to complete the ‘Request for Grant Account Number’ form located on the Budget Office website, and submit it to Scott McElroy, the Budget Director, who will assign a grant/project number and the accounting string for your grant.
3. The Budget Director will return the completed form to the Grants/Budget Analyst who will use this accounting string to complete and enter the Budget Amendment Request (BAR) form. The BAR establishes the budget for the new grant/project in PeopleSoft Financials 9.2, the accounting software used at Clayton State University.
4. The Grants/Budget Analyst will forward the accounting string to the Faculty Project Director for the awarded grant and the Budget and Finance Office of Compliance for their records.

Upon receipt of this information, the Project Director can start submitting check requests or expense reports for payments, if the contract agreement is fully executed.

For more information contact Nicole Harris at (678) 466-5497 or [NicoleHarris@clayton.edu](mailto:NicoleHarris@clayton.edu) or CSU East, Woodlands Hall.

<http://www.clayton.edu/Grant-Contract-Programs/Links>