**WINNING THE AWARD**

Award Notification, Review and Acceptance

An award to CSU from a sponsoring agency serves as a legal document obligating the University to a contractual commitment. Awards may be a letter or check issued by an authorized agent of the sponsor, a grant Notification of Award (NOA), or may consist of a complete contractual document. In some cases, acceptance by the grantee (and then by the agency) is required before the award is in force, in other cases no formal acceptance is required.

When required, the University’s authorized institutional official, the Vice President for Business and Operations, is responsible for signing these documents and thereby legally binding the University to the terms and conditions of the grant or contractual document.

Post-Award Conference

PI’s can opt to participate in a Post-Award Conference. The focus of the conference is to interpret the terms and conditions of the funded research or project (the award). The session will be conducted in Business and Operations at a time mutually convenient for the Principal Investigator, Budget Administrator, and Sponsored Research and Programs Administrator. The extent of the agenda will depend on the type of award, and will provide the following information:

1. Guidelines for assignment of project number
2. Fiscal accountability and compliance
3. Required technical reporting including contractually required reporting schedules
4. Procurement requirements, regulations, and procedures, as needed

Assignment of Project Number (PeopleSoft)

Once the sponsored agreement has been executed by both the University and the sponsor, the office of Sponsored Research and Programs will transmit copies of the agreement and the proposal with an approved budget to the Senior Budget Analyst and request that a project number be established for the project. In order, to facilitate the assignment of a project number, the following documents must be included:

1. Proposal
2. All grant/contract procedures
3. Specific terms and conditions, if applicable
4. The fully executed award/contract
5. The final negotiated and approved budget
6. Sponsored Research and Programs transmittal form

Upon review and approval of the documents, a project number will be assigned, and the PI/PD will be notified via email by the Senior Budget Analyst