

Post-Grant Award Step-by-Step Guide for FACULTY

If your project has been funded, congratulations! Please use the following steps to guide you throughout the post-award process. Should you receive any correspondence from the funding organization, please share with the Corporate, Foundation & Government Relations Office. For detailed post-award instructions, please review MICA's External Fundraising Guidelines.

Steps
1) Contact the Office of Research to review funded budget items, discuss interim/final reporting requirements and deadlines, and any other stipulations of the grant or government contract.
2) Monitor your project's restricted account. Throughout the grant/project period, be sure to check your project's restricted account for accurate coding and expenditure of funds to date. Work directly with the Finance Office to request any necessary corrections.
3) If required, develop interim report, cover letter, and update budget according to the funder's specifications. Submit final drafts to the Office of Research and your immediate supervisor for review <u>4 weeks (20 business days) prior to the funder's deadline to allow for review and revisions.</u>
4) Make any suggested changes & e-mail interim report documents to the Office of Research with completed Report Submission Form <u>at least 2 weeks (10 business days) prior to the funder's deadline.</u>
5) Develop final report (required), cover letter, and reconciled budget according to the funder's specifications. Check restricted account for accurate and complete expenditure of all grant funds. Submit final drafts to the Office of Research and your immediate supervisor for review <u>4 weeks (20 business days) prior to the funder's deadline to allow for review and revisions.</u>
6) Make any suggested changes & e-mail final report documents to the Office of Research with completed Report Submission Form <u>at least 2 weeks (10 business days) prior to the funder's deadline.</u>

After each report has been successfully submitted, you will receive an e-mail with a PDF of the full report package for your records from the CFG Office.