Lifecycle of an Award
SPONSORED PROJECT

Office of Contracts and Grants

Finding Funding

Principal Investigators (PIs) locate funding opportunities through a variety of avenues, including the support and resources offered by the Research & Innovation Office (RIO) and Industry and Foundation Relations (IFR).

Proposal Development

OCG Proposal Analysts work closely with PIs, providing expertise in budgeting and proposal preparation to help PIs prepare the best possible proposal. PIs are responsible for contacting Proposal Analysts a minimum of five business days before the deadline and understanding all of the sponsor's requirements.

Proposal Review & Approval

PIs review and send the proposal package to OCG Proposal Analysts a minimum of five business days in advance of the submission deadline. OCG Proposal Analysts provide institutional review and approval of the proposal and budget.

Proposal Submission

OCG Proposal Analysts submit all sponsored project proposals as the Authorized Organizational Representative (AOR). During the sponsor review, Just In Time (JIT) or other sponsor requests are submitted by OCG.

Notice of Award, Review & Acceptance

OCG holds the delegation of signature authority for University sponsored project contracts and grants. OCG staff review all awards and negotiate terms with the sponsor. As applicable, PIs work with departments in the Office of Research Integrity (ORI) with regard to Institutional Animal Care and Use Committee (IACUC), human subjects, export control, etc.

Outgoing Subagreements

OCG works with the PI and subrecipient to ensure all required documentation is complete. Final execution of a subagreement does not take place until after award setup in the financial system by Research Financial Services (RFS) in the Campus Controller's Office (CCO).

Award Management

OCG provides guidance to ensure award management is conducted according to University and sponsor requirements and, when needed, contacts sponsors on behalf of the PI when needed.

Compliance Requirements

OCG supports award management by interpreting sponsor requirements and establishing procedures and guidance for compliance. This includes responsibility for property; acceptance of certifications, representations, and clauses; technical and administrative reports; research security; and releases at closeout.

University of Colorado **Boulder**

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Research Financial Services (RFS)

Set-up: Awards & Outgoing Subawards

After the award is fully executed, OCG routes it to Research Financial Services (RFS) in the Campus Controller's Office (CCO) for processing to assign Project Number and SpeedType. This activates the final processing of any subagreements.

Award Management

PIs, with the support of their Department Research Administrators (DRAs), provide overall financial and programmatic stewardship of their award. RFS provides expertise in financial administration and cash management.

Revenue Management

RFS manages all revenue cycle activities for the research enterprise, including preparing and submitting invoices to sponsors based on sponsor requirements, managing accounts receivables, and collecting overdue payments.

Financial Reporting

RFS prepares and submits financial reports to sponsors based on sponsor requirements.

Closeout

During closeout, RFS works with PIs, DRAs, and OCG to complete all financial and administrative obligations. RFS manages all financial closeouts in the PeopleSoft system.

Audit

CCO is responsible for coordinating all sponsored project audits for the University.

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