

Post-Award Procedure	Procedure Number	11.2.2P
	Effective Date	November 28, 2017

1.0 PURPOSE

In accordance with Management and Oversight Authority Policy 11.1 and Sponsored Awards Policy 11.2, the purpose of this document is to outline general post-award procedures in support of the College's management of sponsored awards.

All sponsored awards are made to the College, and as such, must comply with all College policies, procedures, standards, and practices. Appropriate sponsored award management and oversight permit the most effective use of resources and ensures the College's ability to comply with all applicable laws, regulations, and requirements.

2.0 REVISION HISTORY

Adopted on: 11/28/17

Revised on: 08/04/26

3.0 DEFINITIONS

- A. *Post-Award* – All activities in accepting, managing, overseeing, closing and reporting a sponsored award.
- B. *Project Manager/Principal Investigator* – Individual designated by the College to manage the sponsored award.
- C. *Sponsored Award* – A sponsored award is the transfer of money or property from an external funder that requires performance of specific duties. The funding relationship usually reflects a joint partnership in setting/meeting project goals. Most governmental funding will be for the purpose of conducting a sponsored award. The funding mechanisms used to meet this purpose can include memoranda of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer.

4.0 PROCEDURES

- A. The Sponsored Awards Services Office will develop, implement, and oversee policies, procedures, and processes to ensure effective programmatic and fiscal management of sponsored awards.
- B. All sponsored awards received or amended on behalf of the College are required to be reviewed and processed by the Project Manager/Principal Investigator, the Sponsored Awards Services Office, and the Contracting & Procurement Director.
- C. No award will be accepted that has not followed Pre-Award Procedure 11.2.1P and obtained President's Cabinet approval.
- D. Any material deviation from an application to an award will receive review by the institutional offices that will support the award and may require full approval through President's Cabinet.
- E. Final signatory authority rests with the President or their designee.