Lifecycle of an Award
SPONSORED PROJECT

Office of Contracts and Grants

Finding Funding
Principal Investigators (PIs) generally locate the funding opportunity through a variety of avenues, including support and resources from the Research and Innovation Office (RIO) and the Office of Industry Collaboration (OIC).

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 with regard to Institutional Animal Care and Use Committee (IACUC), Human Subjects, Export Control, etc.

Outgoing Subawards
OCG works with the PI and subrecipient to ensure all required documentation is complete. Final execution of a subaward does not take place until after the award is set-up in the financial system by the Campus Controller's Office.

Oversight
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.

Compliance Requirements
OCG supports award management by interpreting sponsor requirements and establishing procedures and guidance for compliance. This includes, but is not limited to, responsibility for property; acceptance of certifications, representations, and clauses; technical and administrative reports; and releases at closeout.

University of Colorado **Boulder**

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Campus Controller's Office (CCO)

Set-up: Awards & Outgoing Subawards

After the award is fully executed OCG routes it to the Campus Controller's Office (CCO) for processing to assign Project Number and SpeedType. This activates the final processing of any subawards.

Award Management

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

Financial Reporting

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

Closeout

During closeout CCO works with PIs, DRAs and OCG to complete all financial and administrative obligations. CCO 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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