

Post-Award Administrative Requests



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Office of Contracts and Grants
UNIVERSITY OF COLORADO BOULDER

Why Play?

Don't get caught without a



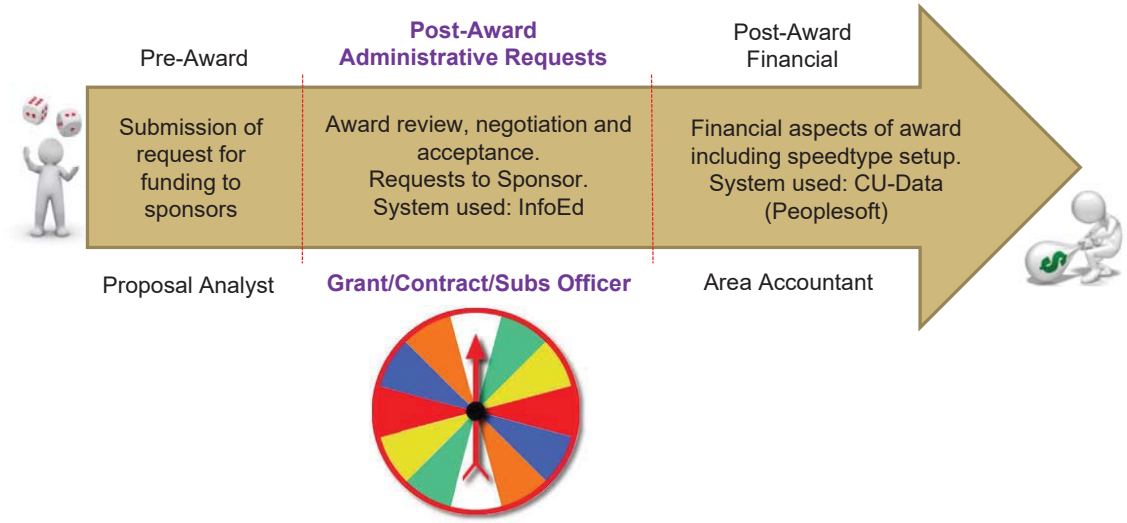
Goals:

- Define Post-Award Administrative Request
- Locate tools necessary to perform Post-Award Administrative Requests



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What is a Post-Award Administrative Request?



Administrative Request Categories

TIME



- No Cost Extensions

MONEY



- Rebudget of Funds
- At-Risk Spending
- Carryforward/ Carryover

PEOPLE



- Add/Remove Sub
- Change in Key Personnel
PI Transfer
PI/Co-PI Change
Reduction in Effort

OCG Website

OCG provides robust web resources that include information on:

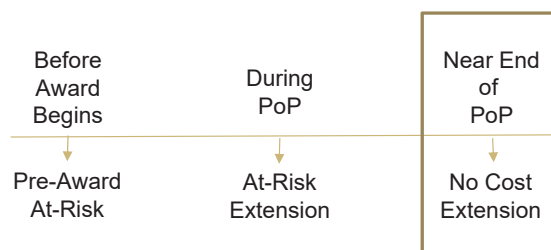
- Training
- FAQs
- Forms
- Directories



No Cost Extension



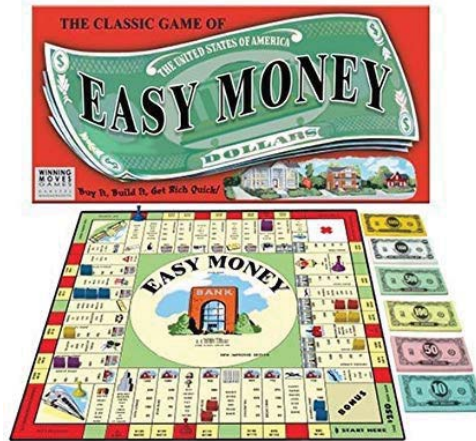
- Extends the Period of Performance (PoP) without new funding
- All no-cost extensions require genuine programmatic justification, sponsors do not permit no-cost extensions solely for the purpose of spending remaining funds



Rebudget of Funds



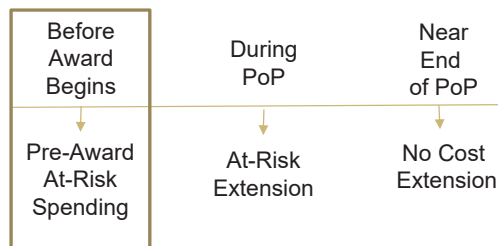
- Budget Deviation
 - Typically no sponsor approval required
- Budget Revision
 - Sponsor approval required
- Budget Reallocation in restricted categories
 - Subs & Participant Support



Pre-Award At-Risk Spending



- Approval to spend funds prior to the effective start date of the award
- The department takes on the risk of spending before the funding has been received



Carryforward/Carryover



- Transfer of funds from one year to another
- Restricted awards require sponsor approval to move funds



Work with your  GO/CO to request sponsor approval

Add or Remove a Sub



- Adding a sub not identified as part of the original submitted proposal
- Sponsor approval usually required
- Additional documentation is required
- Removing a sub – Deobligation

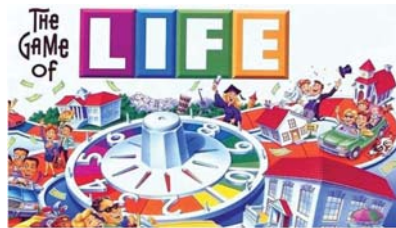


PI Transfer



- Life happens!
- Can be a very labor intensive and time consuming process
- OCG has an excellent online tools to help!

Remember! Grants/Contracts are awarded to CU, not individual PIs. Therefore, the decision to terminate, keep, or transfer the award, which is made by the department, must be officially administrated by OCG.



PI or Co-PI Change



- Sponsor approval required
- OCG requires certain internal documentation



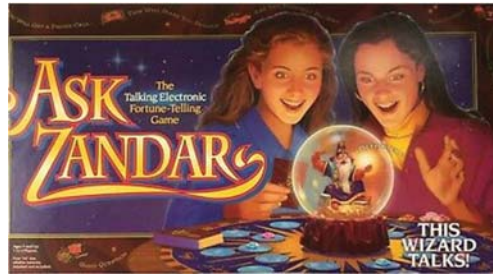
Work with your **GO/CO** to request sponsor approval



Decrease in Effort



- A PI may need to reduce effort on an award
- Depending on Sponsor, a new PI may need appointed



Work with your CO/GO to determine requirements

Resource Page

OCG Website - <https://www.colorado.edu/ocg>

NCE - <https://www.colorado.edu/ocg/no-cost-extensions>

Rebudget of Funds - <https://www.colorado.edu/ocg/policies-procedures-guidelines>

Pre-Award At-Risk - <https://www.colorado.edu/ocg/pre-award-spending-0>

CarryForward – <https://www.colorado.edu/ocg/roles-responsibilities-matrix>

Add/Remove Sub - <https://www.colorado.edu/ocg/manage-awards/outgoing-subawards>

PI Transfer – <https://www.colorado.edu/ocg/pi-transfer-resources>

PI/Co-PI Change – <https://www.colorado.edu/ocg/principal-investigator-change-award>

Decrease in Effort – <https://www.colorado.edu/ocg/manage-awards/manage-awards-faqs>

Termination – <https://www.colorado.edu/ocg/pi-transfer-resources>

FAQs - <https://www.colorado.edu/ocg/frequently-asked-questions>

Campus Controller's Office - <https://www.colorado.edu/controller/>