Project Administration Expectations

The RI aims to make the post award project administration as transparent and efficient as possible. Compliance to the agency guidelines, the Uniform Guidance, and other regulatory bodies is our primary concern. Our goal is the successful completion of all deliverables within budget and timeline and to promote IUP's success to the Agency. It is a team effort, to include the PI and the research team.

- **Notice of Award/Grant Agreement:** The PI is expected to read and understand the terms of their grant award, including budget restrictions, required deliverables, timelines, and reporting requirements. The RI will facilitate a Kickoff meeting upon receipt of a Notice of Award to review the specific terms and conditions.
- **Grant Log number:** The RI grant log number must be included in all communication with the RI. This is the accounting number assigned to the project in the accounting system, like the University SAP #.
- **Communications:** It is critical that the PI communicate with the RI and grant accounting teams before making budgetary, scope, or project timeline changes.
  - All contractual and budgetary communications with the funding agency must come from the RI. This is to ensure consistent and compliant messaging. The RI will cc the PI on email correspondence and will ensure open communication. PIs should cc the RI on communication with the funding agency.
- **Use forms available on RI web site:** Many RI Forms are available on our web site https://www.iup.edu/researchinstitute/forms/index.html
- **Project expenses:** Purchases or travel arrangements will be made by the RI team for RI awards. Budgets with RI expenses must be reviewed prior to expense for allowability per agreement, allocability, and reasonableness of price. The PI must approve the purchase/travel in writing before the expense will be incurred.
  - In your justification for the purchase please include how/why it is needed for the completion of the project. After making the request, please allow 2-3 business days for the request to be processed. Depending on the items needed shipping may be 2-4 weeks, or longer for more specialized items.
- **Budget Mod:** Budget modifications may be necessary as your project needs change. You must contact the RI Post Award team if you need a budget modification. Review the terms in the Award Agreement as Agencies have various processes or ask the Post Award team. We require 5 business days for budget modifications that do not require agency approval. Mods that require agency approval may take significantly longer.
- **No-Cost Extension:** No Cost extensions should be submitted to the agency at least 90 days before the end of the project. Please notify the RI Post-award team at least 10 business days prior to the 90 day deadline if you plan to request an extension.
- **Invoicing requirements and PI role:** The RI submits invoices for all RI Awards. Some invoices require progress reports and or payroll documentation, receipt etc. The RI Post award team will let you know if this information is needed.
- **Reporting:** If the PI is the one submitting the report to the funding agency the RI needs to be copied on these communications.