



## Award/Contract Set-Up Procedure

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### DESCRIPTION

This procedure outlines the process for setting up a new project, assuming that all conditions and procedures described in the *Award-Contract Acceptance and Negotiation Procedure* document have been met. The process begins with the receipt of award documentation from a sponsor and continues through the creation and activation of a new account in CFS and HRMS.

### PROCEDURE

#### Grant Support Coordinator (GSC)

- Logs new award/subaward or contract/subcontract as “Awarded” in Cayuse (on the “Proposal Summary” → “Summary” page) and records funded amount in the “Award Data” section of that page; create a Cayuse record if one doesn’t yet exist
- Matches the Award/Contract with the correct proposal folder
- Delivers the proposal folder to the GA for review
- Moves proposal folder from “Pending Files” to “Awarded Files” after the GA has reviewed

#### Grant Administrator (GA)

- Reviews the proposal folder documents to verify that the following requirements have been met:
  - PI Checklist has been completed
  - Conflict of Interest form(s) completed for key personnel (either a copy of the *CA Statement of Economic Interest (700U) Form* or the *SFSU Disclosure of Financial Interests Certification Form*)
  - Cost Share Commitment form signed by all required parties (if included in the proposal)
  - Approved protocol for any Human and Animal Subjects research (if Human or Animal Subjects are involved in the proposal)  
*Note: Copies of protocol approval can be obtained by contacting HAP staff*
  - Other Approvals required by either SFSU or the funder (e.g. Biosafety approvals)  
*Note: An award will not be activated until all of the required approvals have been received. If documentation for any of the above requirements is missing from the proposal folder, the GA must contact the PI to follow-up.*
- Reviews the awarded amount and compares it with the amount requested in the proposal
  - If the awarded amount is equal to the budgeted amount, the GA sets up the Post Award budget as described in the award, referring to the internal Pre Award budget as necessary
  - If the awarded amount is different than the amount requested, the GA will work with the PI to create a budget that reflects the awarded amount and will confirm whether the proposed scope of work will be changed given the increase/decrease in funding
- If the award or agreement contains a subaward(s)/subcontract(s) to another institution, GA will follow the setup process outlined in the *Subaward/Subcontract Setup Procedure*
- Assigns the 5 digit fund code and corresponding 8 digit project number based on the current SFSU naming/numbering convention (see *CFS Fund/Project Logic*)
- GA/GSC creates the following forms and emails them to the PI for review and approval:

- Budget Request for Trust or Special Account, Agreement Form for Trust or Special Account, and Delegation of Signature Authority (known internally as the combined *Budget Request Form*)  
*Note: Budgeted items that should be waived from IDC should be clearly identified on this form*
- The appropriate Conflict of Interest form (if the proposal folder does not contain one)  
*Note: If a signed Conflict of Interest form exists in the proposal folder, the GA should verify with PI that nothing has changed since it was signed*
- PI approves/completes these forms and returns the original signed versions to the GA
- GSC routes the Budget Request Form and the Agreement Form, with backup (e.g. award notice or signed contract) to the Sponsored Programs Manager (SPM) for review and approval
- Once the SPM approves the Budget Request Form, the packet including the signed forms and backup, are given to the Student Assistant for the pod, who:
  - Routes paperwork electronically according to the ORSP Budget Request Form Routing Matrix
  - Creates project folder

### **Fiscal Affairs**

- Activates the project number in CFS
- Reviews the approved Budget Request Form after all departmental routing, uses these documents to enter the budget lines in CFS, including the project's IDC rate and any waived items
- Completes data entry for all CFS tabs/fields related to the project for which Fiscal Affairs maintains responsibility, per the CSU's CFS User Guide

### **Budget Administration Office**

- Reviews the approved Budget Request Form after all departmental routing, using these documents to setup the project in HRMS so that salary & benefits can be charged to the project

### **Grant Support Coordinator (GSC)**

- Creates a new award key / project record in the CFS Sponsored Programs Module, based on the assigned fund code
- Completes all required data entry for the project in CFS, per ORSP's CFS User Guide

### **Grant Administrator (GA)**

- For new PIs, the GA schedules a meeting with the PI to:
  - Introduce pod staff and how they relate to the project's administration
  - Discuss the budget in detail, noting special terms such as waived items or cost share
  - Explain the PI's fiscal management responsibilities
  - Provide basic information regarding the financial reporting system
  - Places the PI in contact with the appropriate ORSP Personnel Specialist if there will be any personnel expenses charged to the project, including Reimbursed Release Time (RRT)

### **ORSP Personnel Specialist**

- Follows-up with the PI to discuss any Personnel issues such as RRT, hiring, etc.

### **RELATED PROCEDURES**

Award-Contract Acceptance and Negotiation Procedure  
Subaward/Subcontract Setup Procedure