BBAL Post-Award Tips

Once You Get Funding Notification

- You will receive the Notification of the Grant Award (NGA) letter that specifies the funding amount awarded for the first year.
- Contact Steve Pease, director, Division of Sponsored Programs, to determine your post-award grant management officer.
- Make an appointment with your officer to discuss the budget and establish a project code. This process can take a few weeks. (You cannot spend any funds until you have a code.)
- When you plan to spend your funds, you need to discuss items with your post-award officer and submit a purchase request to Sandy Murphy.

How to Find Study Staff/Hiring Process

- If you are a new investigator, you may consult the center directors, Office of Research, or senior investigators on your team to determine if they know of any good available staff.
- If you cannot find staff right away, you want to post the job listing as soon as possible as the HR process takes time.
  - Meet with the HR director to develop an appropriate job description.
  - HR has specific procedures for the hiring process. Refer to UMSON's HR director for more information.

Develop a Regulatory Binder and a Manual of Procedures (MOP)

- A regulatory binder is for the regulations that govern your research project (e.g., IRBR, IACUC, etc.).
- An MOP specifies detailed procedures for your study. This manual is especially important when you have multiple research staff that have specific tasks.

Have a Team Meeting and Develop a Project Plan and Conduct Your Study

Progress Reporting (PHS 2590: http://grants.nih.gov/grants/funding/2590/2590.htm)

SNAP RPPR reports are due the 15th of the month, preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/15). If the 15th falls on a weekend or federal holiday, the due date is automatically extended to the next business day.

All NIH grants require, at a minimum, an annual progress report, which is submitted using the Non-Competing Continuation Grant Progress Report (PHS Form 2590). If a PHS 2590 will not be submitted because continuation support is not desired, a final progress report must be submitted within 90 days after the projects' expiration or termination (see section 8.4.1.4 Final Progress Reports). For those awards under SNAP, grantees must follow the special SNAP instructions in the PHS 2590 and submit the

form electronically through the eRA Commons.

For non-SNAP grants, the grantee must follow specific NIH guidelines.

Research Performance Progress Report (RPPR)

- NIH is requiring the use of RPPR for SNAP and Fellowship awards as of 7/1/2013. (They are due in May.)
- Non-SNAP awards will transition to this process in late 2013 or early 2014.

Annual IRB Review

Yearly renewal reminders are automated within the CICERO system and begin 90 days prior to the IRB expiration.