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](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](http://grants.nih.gov/grants/forms/2590.htm)). 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](http://grants.nih.gov/grants/forms/2590.htm)). 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.