



**The University of Texas at El Paso  
Office of Research and Sponsored Project  
Handbook / Enchiridion**

**Step 2.2: Review Process**

**Purpose:** To review award documents in preparation of account set-up

**Parties Involved:** Research Administrators, Principal Investigator, C&G Specialist III, and Agency

Steps in the Process:

- RA or \*Specialist reviews the award documents and highlights the following:
  - Principal Investigator
  - Agency
  - Award or Federal Award Identification Number (FAIN)
  - Budget Changes
  - Period of Performance
  - Grant or Contract?
  - Special Restrictions
    - IRB/IACUC
    - FFATA
    - Export Control
    - Hiring Restrictions
  - Reporting Requirements
  - Invoice Requirements
  - Expanded Authorities: NCE, transfer of funds, etc.
  - Subcontractors
- If discrepancies are found, contact the Principal Investigator and/or Agency for clarification and approval
- If contract negotiated needed, proceed to step 2.3, Negotiation
- If negotiation is not required, proceed to step 2.4, Prepare NOA

**Summary Description:** To ensure compliance with all University/State/Federal regulations and policies prior to setting up the award

\* If review is performed by Specialist, RA must perform final review.