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

Step 2.4: Preparation and Distribution of 90 Day Pre-Award

Purpose: To set-up the account and allow PI access for expenditures prior to receipt of official agency award document

Parties Involved: Vice President for Research, Assistant Vice President for Research & Compliance (AVPRC), Research Administrators, Principal Investigator, C&G Accounting, Administrative Assistant

Steps in the Process:

- Principal Investigator makes request to ORSP to begin using funds while awaiting official award documents for new awards or additional allocations of existing awards (Note: pre-awards can only be issued for federal awards or special exceptions can be made by VPR)

- For new awards, Research Administrator provides Vice President for Research with correspondence regarding the pending award and budget projections for the 90 day period for approval

- For existing awards, approval is provided by the AVPRC
    - NCE's on current year pending additional allocation (applicable to projects under expanded authority) with sufficient funds to continue payroll
    - 90 day pre-award pending additional allocation (applicable to projects requiring a new project ID) and/or have insufficient funds to continue payroll

- If approved, Research Administrator will download original Budget, modify per agreement between above and change the project period for 90 days. NOTE: Do not upload modified budget tool file to prevent override of original file.

- Using the award function in the budget tool, the RA will process the award

- After NOA is created, RA will use only the first page of the NOA and the budget detail summary page generated from the Budget Tool. The RA will manually insert the statement "90 Day Pre-Award" in the following sections of the NOA:
    - Header section
    - Award #
    - Date of Award
    - Total Anticipated Project Amount
    - Total Funds Allocated to Date

Date: 06/26/2017

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- Award Period should note entire projected award period, but the <u>project dates</u> should reflect 90 days.
- RA will send the NOA award document and relevant VPR or AVPRC approval to C&G through GART
- C&G will set-up the award within 48 hours and send documents back to the RA through GART
- RA changes the deadline on the GART to 60 days as a reminder to follow up on official award.
- RA routes the NOA according to the distribution list, noting this is a 90 day pre-award:
  - o PI, Co-PIs
  - o College Administrative Officer (CAO)
  - o Departmental/Center Administrator
- Pre-award documents are sorted and filed in Scanned Proposal folder on the server for the Administrative Assistant to file in Questys.

Summary Description: To allow research using grant funds to occur and notify all interested parties

		ORSP/Award Id:	
To:			
C&G	Contracts and Grants Accounting	Project Id:	
Accountant:		CFDA # & Title:	
Research			
Administrator:			
Date:			

PI Name:		Dept:		Subdivision:		Part:	
Co-PI Name:		Dept:		Subdivision:		Part:	
Co-PI Name:		Dept:		Subdivision:		Part:	
Co-PI Name:		Dept:		Subdivision:		Part:	
Co-PI Name:		Dept:		Subdivision:		Part:	

☐ Additional PIs in file

Submitted thru:	
Agency/Sponsor:	
Flow Down Sponsor:	
Sponsor Category:	
Project Title:	

Sponsor Award #:	*90 Day Pre-Award*	Amend #:		Prime Contract #:	

Funding type:	Contract ☐ or Grant ☐	Fund Code:		Function:	
THECB and R&D:		THECB Special Interest:			
NSF S&E:		NSF NON S&E:			

Date of Award:	*90 Day Pre-Award*			Total Anticipated Project Amount:	*90 Day Pre-Award*
Award Start Date:		Award End Date:		Current Project Amount:	
Project Start Date:		Project End Date:		Total Funds Allocated to Date:	*90 Day Pre-Award*

PeopleSoft Budget Table

G6010	Faculty Salaries Academic (FAC_SALARY_L6)		G6170	Domestic Travel (TRV_DOMESTIC L6)	
G6020	Faculty Salaries Summer (FAC_SUMMER_L6)		G6180	Foreign Travel (TRVL_FOREIGN L6)	
G6030	Staff Salaries (STAFF_SALARY L6)		G6190	Participant Expenses (PART_EXPENSE L6)	
G6040	Student Salaries (STDNT_SALARY_L6)		G6200	Participant Travel (PART_TRAVEL L6 - NON F&A)	
G6050	Fringe Benefits (BENEFIT L6)		G6210	Scholarships/Fellowships (SCHOL_FELLOW L6)	
G6080	Capital Equipment (EQUIP_CAPITL L6)		G6220	Tuition & Fees (TUITION_FEES L6)	
G6100	Consultants (CONSULTANTS L6)		G6230	Subcontracts < $25k (SUBK < 25K L6)	
G6120	Administrative Expenses (ADMIN_EXP L6)		G6240	Subcontracts > $25k (SUBK > 25K L6)	
G6140	Other Direct Costs (OTHER_DIRECT L6)				
G6145	Workshop/Seminar (WRKSH_SEMINR L6)				
G6150	Rent & Leases (RENT & LEASE L6)			TOTAL DIRECT COSTS	
			G6250	INDIRECT COST RATE: % F&A Base:	
				TOTAL COSTS	