



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

Step 2.7: New Award Set Up Review

Purpose/Overview: When a Sponsoring Agency awards a contract or grant, ORSP RA generates an NOA detailing the PI, Department, Budget, Sponsor's terms and conditions along with other pertinent information required to setup the Award in the Accounting System. The Contracts & Grants Accountant uses the data in the NOA to complete the setup in the accounting system which allows the PI to spend the approved funds. A review of the setup is required to ensure the information is accurate and complete.

Parties Involved: Research Administrators, G&C Specialists, C&G Accountants

Steps in the Process:

- New projects that have been set up by C&G Accounting will appear on the NOA setup vetting website.
- **Grant and Contract Specialist III** will review the project data and budget for each award and ensure that all necessary documents are accessible (i.e. Proposal, NOA, Subcontract Agreements, Project Title, etc.).
 - If updates/changes are required, Grant Specialist will work with the RA and C&G Accountant to make sure all necessary corrections are made to the award.
 - If no updates/changes are required, Grant Specialist will confirm through the vetting website that the award has been set up correctly.

Summary Description: Review of the award ensures all information is accurate in our systems and facilitates the post award management of the project.