Step 3.4: Post Award Changes

**Purpose:** To issue NOAs that reflect transfers of projects, PI Changes, No Cost Extensions and other significant changes and keep accounting systems current and up to date.

**Parties Involved:** Research Administrators (RA), Contract and Grants Specialist, Vice President for Research (VPR), Principal Investigator (PI), Contract and Grants Accounting

**Steps in the Process (Project ID Transfers):**

RA is notified by PI or Accountant that a transfer is needed.

- RA or Specialist prepares the “Project Budget Transfer” form designating which funds are being transferred and into what account.
  - Secure agency approval if necessary.
  - The RA or Specialist sends the form to the C&G Accountant via GART for processing in PeopleSoft
  - A copy of the final Project Budget Transfer Form is filed in scanned proposals and PIC, a copy provided to the PI and administrative assistant, and the GART action is closed.

**Steps in the Process (PI Change):**

- RA is notified of Change in PI by various means (resignation letters from Dept/VPR/PI)
- RA submits official notification of PI change to agency and requests a new PI be assigned to the project. RA will submit documents as required by the agency for approval. Examples of required documents are biosketch, current and pending, copy of resignation letter.
- Once agency approval is obtained, the RA/Specialist will prepare the NOA through the Budget Tool as described below and send to C&G Accountant via GART for processing as per Step 2.5 Prepare NOA.
- Admin Assistant will update Questys/Rolodex to reflect “Change in PI”
- A copy of the final NOA is filed in the public folder “Scanned Proposals”, a copy provided to the PI and admin assistant

**Steps in the Process (No Cost Extension):**

- RA is notified by PI
- PI needs to provide justification for No Cost Extension and time period.
- RA verifies with agency or NOA if in time to submit official request for NCE.
- Once agency approval is obtained, the RA/Specialist will prepare the NOA through the Budget Tool as described below and send to C&G Accountant via GART for processing as per Step 2.5 Prepare NOA.
- A copy of the final NOA is filed in the public folder “Scanned Proposals” and a copy provided to the PI and admin assistant.

Date: 06/27/2017
Steps in the Process (PI Credit % Changes):

- RA or Specialist requests PI change in credit via PIC2
- PI can also change credit via PIC2 reporting box

**Summary Description:** To keep all financial, systems, and files updated for transparency, clarity and efficiency.
Process for NOA Changes

1. Download appropriate Budget Tool file and make changes needed

2. Award/Reject Screen
   - **Top third of screen:** Make changes and click Upload Award Info. If you are not adding funds, make sure the “anticipated total award amount” is set to zero.
   - **Middle third of screen:** Select which allocation you are amending.
   - **Bottom third of screen:** Select Edit existing allocation, make changes to date. Select Update allocation by typing NCE on NOA
   - Complete NOA and rename from Revised Allocation in the top right corner of the NOA (e.g. PI Change, No Cost Extension). Include notes in the NOA.
   - Attach NOA and supporting documentation in GART and send to Accountant for processing
   - Once completed, close GART and put a copy of the NOA in the “Scanned Proposals” folder for filing in Questys.
## Post-Award Phase

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

### Current allocations

<table>
<thead>
<tr>
<th>ID</th>
<th>ORSP Number</th>
<th>Award number</th>
<th>Account number</th>
<th>Allocation</th>
<th>Amo</th>
<th>Start</th>
<th>End</th>
<th>Amend</th>
<th>Incremer</th>
<th>Task ord</th>
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#### Account number: 26-1410-48
- Update
- Delete
- Amount currently allocated: 7,543,780

### Add/Edit allocations

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- Allocation date: 3/27/2014
- Award number: P20MD0002287
- Account number: 26-1410-48
- Allocation amount: 73,985

- Allocation type
- Task order

Date: 06/27/2017
To: Joe Smith  
C&G: Research Administrator: Sona U Kumar  
Date: 2/25/2015  

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<th>PI Name</th>
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Additional PIs in file

Submitted thru: Chemistry  
Agency/Sponsor: NIH - NATL INST ON MINORITY HEALTH & H D (FED) - SPN01241  
Flow Down Sponsor: (NONE)  
Sponsor Category: Federal  
Project Title: Project Title  
Sponsor Award #: Award number  
Amend #:  
Prime Contract #:  

Funding type: Contract or Grant  
Fund Code: 5100  
Function: Research Applied  
THECB and R&D: 8. Physical Sciences  
THECB Special Interest: (NONE)  
NSF S&E: B2-Physical Sciences - Chemistry  
NSF NON S&E: (NONE)

Date of Award: 3/25/2014  
Total Anticipated Project Amount: $453,000  
Award Start Date: 4/1/2014  
Award End Date: 2/28/2016  
Current Project Amount: NCE  
Project Start Date: 4/1/2014  
Project End Date: 2/28/2016  
Total Funds Allocated to Date: $113,250

The University of Texas at El Paso  
Office of Research and Sponsored Projects  

Notice of Award  
No Cost Extension

ORSP/Award Id: OR20000000  
Project Id: 226111111A  
CFDA # & Title: 93.859 - Biomedical Research and Research Training

| PeopleSoft Budget Table |  |
|-------------------------|--|---|---|---|
| G6010 Faculty Salaries Academic (FAC_SALARY_L6) | G6170 Domestic Travel (TRV_DOMESTIC L6) | $3,000 |
| 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) | $32,559 |
| 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) | $16,143 |
| 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) | G6250 TOTAL DIRECT COSTS | $75,000 |
| G6145 Workshop/Seminar (WRKSH_SEMINR L6) | INDIRECT COST RATE: 51.0 % F&A Base: | $38,250 |
| G6150 Rent & Leases (RENT & LEASE L6) | TOTAL COSTS | $113,250 |