Post-Award Phase

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

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

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Steps in the Process (PI Credit % Changes):

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

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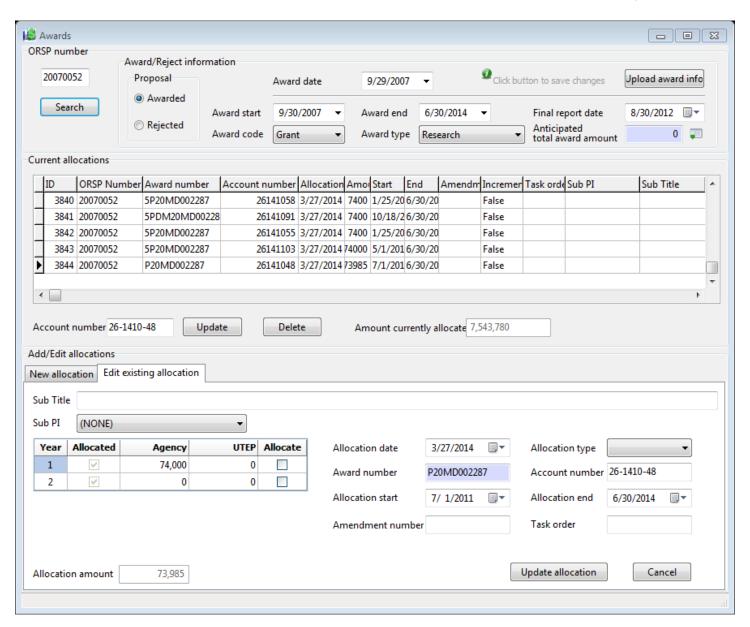
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Process for NOA Changes

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.

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Awards

ORSP number

20070052

[Search]

Award/Reject information

Proposal
- ◉ Awarded
- ○ Rejected

Award date: 9/29/2007

Award start: 9/30/2007   Award end: 6/30/2014
Award code: Grant   Award type: Research

ⓘ Click button to save changes   [Upload award info]

Final report date: 8/30/2012
Anticipated total award amount: 0

Current allocations

ID	ORSP Number	Award number	Account number	Allocation	Amo	Start	End	Amendm	Incremen	Task orde	Sub PI	Sub Title
3840	20070052	5P20MD002287	26141058	3/27/2014	7400	1/25/20	6/30/20		False			
3841	20070052	5PDM20MD00228	26141091	3/27/2014	7400	10/18/2	6/30/20		False			
3842	20070052	5P20MD002287	26141055	3/27/2014	7400	1/25/20	6/30/20		False			
3843	20070052	5P20MD002287	26141103	3/27/2014	74000	5/1/201	6/30/20		False			
3844	20070052	P20MD002287	26141048	3/27/2014	73985	7/1/201	6/30/20		False			

Account number 26-1410-48   [Update]   [Delete]   Amount currently allocate 7,543,780

Add/Edit allocations

| New allocation | Edit existing allocation |

Sub Title:

Sub PI: (NONE)

Year	Allocated	Agency	UTEP	Allocate
1	☑	74,000	0	☐
2	☑	0	0	☐

Allocation date: 3/27/2014   Allocation type:
Award number: P20MD002287   Account number: 26-1410-48
Allocation start: 7/ 1/2011   Allocation end: 6/30/2014
Amendment number: Task order:

Allocation amount: 73,985   [Update allocation]   [Cancel]

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

Notice of Award
No Cost Extension

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

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

PI Name:	Joe Smith	Dept.:	CHEMISTRY	Subdivision:	College Of Science	Part:	100.00
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:	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

PeopleSoft Budget Table

Code	Description	Amount	Code	Description	Amount
G6010	Faculty Salaries Academic (FAC_SALARY_L6)		G6170	Domestic Travel (TRV_DOMESTIC L6)	$3,000
G6020	Faculty Salaries Summer (FAC_SUMMER_L6)	$7,685	G6180	Foreign Travel (TRVL_FOREIGN L6)	
G6030	Staff Salaries (STAFF_SALARY L6)	$32,559	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)	$16,143	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)	$15,613			
G6145	Workshop/Seminar (WRKSH_SEMINR L6)				
G6150	Rent & Leases (RENT & LEASE L6)			TOTAL DIRECT COSTS	$75,000
			G6250	INDIRECT COST RATE: 51.0 % F&A Base:	$38,250
				TOTAL COSTS	$113,250