

Northwestern Oklahoma State University
Office of Sponsored Programs
580-327-8110

Post-Award Procedure

Contact:

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- A copy of the official award document should be forwarded to the Office of Sponsored Programs, which will be forwarded to the appropriate Vice President and to the President.
- A copy of the proposal and line item budget and a copy of the invoicing requirements should be forwarded to the Office of Sponsored Programs.
- If budget revisions are necessary they should be made before the implementation of the grant. The Project Director is responsible for following all OMB circulars, federal laws, state laws and university guidelines.
- The Project Director is responsible for the implementation of the project. Matters pertaining to facilities, faculty or staff should always have the approval of the appropriate Department Chair and Dean.
- The Project Director is also responsible for insuring the programmatic and fiscal compliance or the project.

NOTE: A GRANT IS AWARDED TO THE UNIVERSITY, NOT THE PRINCIPAL INVESTIGATOR.

Procurement Process

All sponsored programs will adhere to the university procurement process. The Project Director will insure that:

- Proper purchasing procedures are followed;
- Products purchased are in compliance with university policy;
- Products purchased, that require university service, can be serviced by university staff;
- All costs are reasonable and necessary for administration of the project;
- Costs adhere to the limitations established in the OMB circulars, federal laws, state laws and university guidelines, sponsoring agency requirements and in the agent agreement;
- Costs are documented as established in the OMB Circulars, Federal Laws, State Laws and university guidelines, sponsoring agency requirements and in the sponsoring agent agreement;
- Costs are incurred prior to the end of the contract/grant period; and
- All fiscal activity is complete within 30 days after ending date of the contract/grant.

Internal Reporting Requirements

The Project Director will be responsible for submitting to the OSP:

- Reports as outlined by university guidelines or grant requirements;
- Annual report, if applicable;
- Final report- At the end of the grant period, the Project Director must submit a final narrative report and a final financial report to the OSP, if applicable, dean and to the vice presidents.