



8. Salary, fringe, supplies, computer upgrades, travel, professional trainings, and other related costs

- Assist with preparing proposals in unique sponsor electronic proposal submission systems, such as Research.gov, FASTLANE, and Proposal Central.
- Assist with finding answers to pre award questions.
- Initiate and prepare request for Advance Accounts.

#### Award Acceptance and Set-up

- Assist with negotiation of award terms, as needed
- Assist PI with award acceptance, review and confirm accuracy of award set-up.
- Collect cost share chart strings for award set –up.
- Complete award data collection form.
- Complete final department review of award set-up.

#### Post Award

- Arrange award kickoff meetings, where needed
- Manage project and cost share budgets
- Meet with PI to review award, grant expenditures and spending plans
- Review faculty effort plans and verify they match actual payroll charges on a quarterly basis
- Request re-budgeting where required
- Monitor project expenditures to ensure all costs are following sponsor terms
- Review costs to ensure they are necessary, allowable, reasonable, and allocable
- Ensure salary distribution are correct and completed timely
- Perform necessary cost transfers
- Resolve budget checking errors
- Manage reporting and compliance issues

