



## **Proactive Steps for Award Management**

- Ensure all subrecipient documents are final and establish subawards at the onset of the project, where possible
- Review outstanding Pending Awards:
  - Work with SPA and sponsor to ensure award notice/contract is received and set up as soon as possible
  - Submit second Pending Award for continued spending, if still awaiting award execution
  - Work with SPA to reverse Pending Award and move off expenses if award will not be forthcoming
- Upon award execution, review the award set up in the Grants Portal and Financial Management System to ensure all is set up according to the PI and sponsor's expectations.
- Encumber all salaries for as long as possible
- Monthly review expenses posted to project
  - Are these individuals working on the project? Check actual salary percentages with effort committed for individuals.
  - Are non-salary expenses appropriate?
  - Initiate corrections via cost transfers with project appropriate justification
  - Is IDC calculating correctly?
- Monthly review encumbrances
  - Are encumbrances (including subawards) accurate?
  - Initiate corrections as needed
  - Is IDC budgeted correctly (excluding capital equipment, tuition, subs > \$25K, etc.)?
- Monthly review all subrecipients invoices
  - Does scope align with expenses? Are expenses in line with approved budget?
  - Reconcile subs to ensure all invoices received/processed
  - Ensure subs invoice on a regular basis
  - Send reminders to ensure subrecipients meet all technical and financial reporting deadlines
  - Ensure cost share is fulfilled gradually, if applicable
  - Evaluate carry forward restricted subaward according to budget year/line
  - Submit modification in Portal to rebudget any unspent funds (including IDC) on a closed subaward
- Spend program income funds before sponsored funding
- Ensure committed cost share is fulfilled gradually during the life of the project
- Review and certify payroll expenditures annually in the Grants Portal when requested utilizing the [Compensation and Payroll Certification Job Aid](#)