I. PURPOSE

The purpose of this SOP is to describe the process in which OSP notifies the RAS that a Notice of Grant Award (NGA) has been received and approved by OSP. This does not include a discussion of OSP’s internal process.

II. INTRODUCTION

When funding has been awarded by a sponsoring agency the agency will send a Notice of Grant Award (NGA) to the institution, usually to the Office of Sponsored Programs (OSP), the Principal Investigator (PI), or the Department. It is the responsibility of OSP to review all grant and contract awards and ensure that all terms and conditions required by the agency can be met and are consistent with the policies of the institution. In circumstances where an agency requests conditions or terms which either cannot be met or are out of conformance with internal policy, OSP will work with the agency to negotiate mutually acceptable alternative language.

III. PROCEDURE

1. When OSP receives the NGA, they will complete the activities outlined below. If the NGA is received by the department, PI, or RAS, it should be forwarded to OSP within two business days of receipt. Upon receipt OSP will:
   a. Ensure award terms and conditions are consistent with Emory’s policies
   b. Negotiate terms and conditions with sponsor
   c. Sign and accept award on behalf of the University

2) At times, OSP may need additional information from the RAS unit or PI in order to process the award. OSP will email the Post Award Administrator requesting this information. This information will also be documented in the OSP Grant Tracking System. The Post Award Administrator should provide this information to OSP within 5 business days of the request. Types of information needed, could include (but are not limited to):
   a. Institutional Review Board (IRB) approval
   b. Institutional Animal Care and Use Committee (IACUC) approval
   c. Conflict of Interest forms

2. Once the above steps have been completed, OSP will copy version the proposal in Compass to a V102 version.

3. Next, OSP will send the NGA to the RAS unit, via email. Steps 2 and 3 should be completed within
one business day of signing and accepting the award on behalf of the University.

4. The OSP/DMG will set up the award in accordance with the Award Setup SOP #2003.

Note: Though OSP will communicate Award Acceptance, Award does not become official until an eNOA is issued.

IV. RESPONSIBILITY

Principal Investigator (PI):
- Review the scope and budget to ensure correctness

Office of Sponsored Programs (OSP):
- Receive Notice of Grant Award (NGA)
- Ensure award terms and conditions are consistent with Emory’s policies
- Negotiate terms and conditions with sponsor
- Sign and accept award on behalf of the University
- Set up the award

Pre Award Administrator:
- Forward the NGA to the PI and DA
- Initiate any Rebudget or Change in Scope requests, as necessary

****************************************END OF SOP****************************************