I. PURPOSE

The purpose of this SOP is to outline the process for adding additional Compass projects. Additional projects can be set up on existing awards when needed. It is strongly encouraged that all required projects be identified and set up in Compass prior to an award being established. If additional projects are needed for an existing award (after a Notice of Grant Award (NOA) has been generated), they would be created only as an EXCEPTION to this practice.

II. INTRODUCTION

Additional projects may need to be added to an existing award under certain circumstances. For example, a new research collaborator in another School/Unit may be added to support the scientific aims of a grant, and a separate project may be needed to track the budget allocated to support the research collaborator’s effort and research expenses. When necessary, it is possible to add additional projects to aid the management of an existing research award, though the majority of project requests would be captured at the initial setup of an award.

III. PROCEDURE

Process for requesting additional Compass project

1. Post Award Administrator receives notification of a request to initiate the addition of a project to an existing award from Principal Investigator (PI) or the Post Award Administrator recognizes the need to add an additional project. The Collaborating Department should work with the Post Award Administrator where the award is managed to initiate a request via SAM Kiosk. The requestor is responsible for providing the appropriate documentation and justification.

2. PI determines impact to current projects and works with Post Award Administrator to determine redistribution or changes to existing project budgets.

3. Post Award Administrator works with PI to complete the Request for Additional Projects on Existing Awards via the SAM system with appropriate details:
   - **For the New Project Being Created**
     - Department number and department name for the new home of the project.
     - Any associated compliance approvals (IRB, IACUC, Hazmat, VA MOU, etc.).
   - List of investigator-level personnel and their individual levels of effort.
   - List of any subrecipients to be paid from the project.
• Detailed budget or High Level Budget to be entered into Compass.
• Period of Performance.

**For the Project from which Funds will come (if budget is being re-distributed)**
• The Project Number from which funds will be taken to fund the new project.
• Funds are available to be transferred to be covered this new project.
• The funding project must be a project within the same award/contract as the requested project.
• “De-obligation” budget indicating from which line items funds are to be taken.

**Justification**
• Include a detailed justification/explanation for the creation of the new project.

4. Once the completion of the above items has been verified, the Post Award Administrator will obtain an electronic signature from PI and forward the request to the appropriate School Designee for approval. Electronic approval from the School Designee is sufficient.
5. School Designee will notify the Post Award Administrator within three business days if additional information is needed.
6. The Post Award Administrator will respond to any requests from School Designee for additional information within two business days.
7. If School Designee has not responded within five business days, Post Award Administrator should correspond accordingly until the request has been approved or denied.
8. Once approved by School Designee, the Post Award Administrator will upload the signed request for additional compass projects to the SAM Kiosk, and route to the Finance: Grants and Contracts (FGC).
9. FGC will approve the request and create a new project in Compass.
10. The Post Award Administrator will notify the following parties via email once the request has been processed by FGC, as appropriate:
    • PI
    • Affected Co-Investigators
    • Post Award Administrators in collaborative RAS units
11. The Post Award Administrator will complete any relevant steps referenced in Award Setup SOP #2003.

**IV. RESPONSIBILITY**

**Principal Investigator (PI):**
• Contacts the Post Award Administrator to initiate the additional project request, as appropriate.
• As necessary, provides Post Award Administrator with information about which Key Personnel and budget should appear on the new project.

**Department Administrator (Prime PI’s Department or Collaborative Department):**
• Contacts Post Award Administrator to initiate the additional project request, as appropriate.
• Provides Post Award Administrator with information and justification for the new project request.

**Post Award Administrator:**
• Completes and processes the request form and sends the request via SAM Kiosk for approval.
• Sets up non-financial milestones on the Milestones page at the Director’s discretion
• The Post Award Administrator will notify the relevant parties via email once the request has been processed by FGC, as appropriate.
School Designee:
- Reviews the additional project request for completeness and requests additional documentation, as appropriate.
- Informs Post Award Administrator of decision and returns form to Post Award Administrator.

Finance, Grants and Contracts (FGC):
- Processes request for additional projects in Compass.
- Sets up financial milestones on the FSR Milestone and Invoice Milestone pages

******************************************************************************END OF SOP******************************************************************************
ADDING ADDITIONAL COMPASS PROJECTS

PROCESS CHECKLIST

This checklist is a supporting document for SOP #2019, Add Additional Compass Projects and is to be treated as a guide. The steps outlined below are a list of the procedures. Please review the SOP prior to completing this checklist for further information and clarification on this process.

☐ 1. Receive notification to initiate the Additional Compass Project Request.

☐ 2. If not provided with the request, Post Award Administrator should obtain the following:
   a. An explanation and justification for the additional project
   b. A change in budget, if any
   c. A change in time period, if any
   d. A change in listed Key Personnel, if any
   e. Any change in compliance documentation (e.g., change in IRB or IACUC protocols)

☐ 3. Post Award Administrator completes the “Request for Additional Projects on Existing Awards” page in the SAM system.

☐ 4. Post Award Administrator will respond to requests from School Designee for additional documentation/changes within two business days

☐ 5. The Post Award Administrator will be notified via SAM Kiosk generated email in the event of a denial of the request. The Post Award Administrator will notify the PI and associated parties via email

☐ 6. If approved FGC will then establish a new project in Compass

☐ 7. If approved FGC will set up financial milestones

☐ 8. If approved the Post Award Administrator will set up non-financial milestones –at the Director’s discretion