



UNC
GREENSBORO

College of Arts
and Sciences

Office of Research

Pre-Award & Post-Award TIPS

PRE-AWARD

- **Start early.** Contact our office 4-6 weeks before the sponsor deadline, or earlier if your project involves subawards.
- **Things change!** Be sure you have the latest version of the funding opportunity. Check fringe and indirect rates. Plan to revise docs used in a prior submission.
- **The deadline is not the deadline.** Plan to have all proposal elements in final form and ready for OSP review 1 week *before* the deadline.
- **Your proposal is often not *your* proposal.** Many proposals must be submitted by the Authorized Official in OSP. The resulting award is to the University.
- **Beware bottlenecks.** Subaward docs must be obtained before routing, interdisciplinary proposals require more approvals, and don't forget those COI disclosures!
- **Rely on your resources.** Contact our office with questions anytime, ask senior colleagues for advice, and check the UNCG Scholar website for key info.
- **RESUBMIT!** If at first you don't succeed, try again!

POST-AWARD

- **Share status of your proposal.** Contact OSP as soon as you receive a "just-in-time" request or learn your proposal will be funded.
- **Don't assume things happen automatically.** Contact your Grant Specialist to learn progress of award set-up or to request issuance of subawards, change of PI, or a no-cost-extension.
- **Provide a Cayuse # for reference.** When corresponding with OSP or CGA, use an IPF, project, or fund #.
- **Find key docs in Cayuse.** Final versions of the award agreement, application, budget, and budget justification are attached to your Cayuse project record.
- **Understand your budget and spending guidelines.** Review the award agreement and terms & conditions. Contact CGA with questions.
- **If hiring grant-funded employees, start asap!** Work with your dept admin to initiate hiring process.
- **Submit reports on time!** Funders may freeze other UNCG awards if your reports are late.