

Post Award – Contract Set-Up

All ORE staff have responsibility for pre-award and post-award activities. Sometimes work may be with a single individual in the ORE, sometimes work will be managed by multiple people. This is dependent upon the ongoing workload within the ORE and the respective tasks of each member of the ORE team.

Contract Setup

Every grant and contract that has been awarded by a funder will require a contract. All contracts are handled by OPAM. The ORE will work with OPAM and the PI in the development of contracts and to ensure the PI is aware of and part of the process.

When an award has been received, the ORE will work with the PI and the University to set up the contract. This includes a number of activities:

- The ORE will work with OPAM and OPAS to ensure proposal and award documents get from OPAS to OPAM.
- The ORE will monitor the setup of the award and make sure budgets match and fund information is distributed to the necessary parties.
- The ORE will establish and support contact and communications with OPAM for each new contract. If it is necessary to communicate with any other office, ORE will support the contact and communication with the respective office. Communication with grant accountant as needed. Communicate Budget updates, award amendments and compliance issues/questions with accountant.
- Work with PIs to change / amend budgets – Draft budget changes that are within compliance or gather necessary documentation to submitted changes for approval to sponsor.

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