

Post Award – Set Up Accounts for Funded Projects

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.

Set Up Accounts for Funded Projects

Any funded project will require one or more accounts. These accounts are set up by the University. The ORE will work with the PI and the University to set up accounts for every funded project. **Note: It is the responsibility of the PI to complete any documentations required by the University (ex: IRB, Data Agreements) in order to obtain the release of any externally awarded funds.**

- The ORE will work with the Controller's Office to set up an account. This includes:
 - The ORE will work with PI and OPAM to make sure that an account is set up for the project.
 - The ORE will work with the Controller and OPAM to make sure that the award budget is accurate and consistent with the proposal or with the final contracted agreement.
- The ORE will work with the PI, the Controller's Office and OPAM to set up a Speedtype or Speedtype(s) for any funded project. The ORE will share the Speedtype(s) with the PI.
- The ORE will meet with the PI to review the budget, the Speedtype(s), and the procedures for expenditures.
- In some situations, the ORE will work with the PI, OPAM, and the Controller's office to set up a Pre-establishment when necessary. This will allow the PI to expend funds before the accounts are established. **Note: Often times a Pre-establishment will take longer than the setup of the account. The University has sole authority to approve a Pre-establishment.**

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