



Understanding the Awards Process

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Introductions

- o Kathleen Nolan
 - o Director, Office of Contracts and Grants
- o Wendy Ernst
 - o Contracts and Grants Officer
- o Who are you?
 - o Name, role, what do you want to learn today?

Learning Objectives

- o Identify what happens from an award's arrival in OCG until it is signed and the Good News notification is sent out to PI, BOCs, EFA, etc.
- o Identify “show stoppers” and other items to be negotiated
- o Understand the advance account process
- o Identify what to look for in the signed award document



Award Mechanisms

- o Grant
- o Contract
- o Cooperative Agreement
- o What to do when the Sponsor has no award mechanism

Awards and OCG

- o What kind of awards should be sent to OCG?
- o How might an award arrive?
- o Award Process in OCG
- o Who do I contact? Should it always be my assigned analyst?

What will OCG need from me?

- o Protocols
 - o Animal subjects: IACUC
 - o Human subjects: IRB

- o BUAs

- o Financial Conflict of Interest
 - o Form 800
 - o PHS COI Forms
 - o Form 700U

- o What if the proposal didn't come through OCG?



Reviewing Documents

- o What are Analysts reviewing?
- o What are common problems?
- o What types of issues might require negotiation?



Negotiating Changes

- o What is negotiation?
- o Who should be involved in negotiation?
- o How much time does negotiation take?
- o What does PI concurrence really mean?



Advance Accounts

- o Why might a PI want an advance account?
- o When is/isn't it appropriate to request an advance account?
- o What is the process for getting an advance account?



The contract is signed!

- o When does the award move from OCG to EFA?
- o How will I know the contract is signed and ready?
- o When can I set up my account? Who do I talk to at EFA? At the BOC?
- o Who else should I tell about the award?



Questions to Ask During Your Review

- o When can spending begin?
- o What do you need to do throughout the project?
- o When do you need to do it?
- o What you need to ask permission for? When do you have to ask?

Practice!

- o GNS and Award Summary Notification
- o When can money be spent? What if you start sooner?
- o Budget period? Performance period?
- o How do you make budget changes?
- o What changes/activities require sponsor approval?
- o When are reports/deliverables due? What? How? Who?