**Grant Award Coordinator/Advocate Engagement Process**

**Purpose**: This document will outline how Grant Award Coordinators/Advocates are engaged with a specific project or Principal Investigator (PI).

**Process:** Assignments will be based on the portfolio of active Advocate-engaged projects posted in the MU POST Teams site and the capacity of the Advocate. When a new award comes in, the Office of Research and Sponsored Programs (ORSP) Grant Awards team in conjunction with the ORSP Executive Director/PI on the NSF-funded MU POST award, will share the assignment with the selected Advocate along with any additional, helpful information about the award. The Grant Award person will then send an e-mail to the newly-awarded PI introducing them to the assigned Advocate (who will be cc’d in). The Office of Research and Innovation Director of Academic Business Affairs may be consulted as needed.

Advocates will update their portfolio lists as new projects start or current projects end.

Criteria for assignment to an Advocate generally includes:

* projects with multiple PIs or a PI and Co-PIs/key personnel from different units on campus
* projects that have two or more subawardees
* projects with two or more PIs/CoPIs who have never been a PI on a project previously
* projects on which the main PI has four or more active awards.

Advocates may be asked by the Grant Awards team, with the approval of the ORSP Executive Director, to assist a PI with less complex needs on an ad hoc basis.

Advocate engagement will begin with a project kick-off, coordinated by the Advocate. The Advocate and the PI (and any other mutually agreed upon parties) will meet on a monthly basis to analyze project expenditures and ensure that other items in the areas of budget management, hiring, purchasing, reporting and subawards is on track. The Advocate will guide the PI through any no cost extensions and the closeout process; engagement will end when closeout is complete.