Principal Investigator (PI) Post-Award Checklist

Congratulations on your award! Beginning your project is an exciting time. This checklist is designed to alert you to many of the critical administrative items that you will need to do as you move forward with your project. Keep in mind that all grants must be conducted in accordance with all university and sponsor policies.

At the Start of The Award:

- Review your notice of grant award and any terms and conditions of the award. This information is available in Kuali – https://grants.mu.edu. Search "View All My Awards" and select the one you are looking for. The complete award notice will be under the Comments, Notes & Attachments tab.
- Review reporting deadlines and mark them on your calendar. Report deadlines are noted in Kuali. Search "View All My Awards" and select the one you are looking for. The report deadlines will be shown under the Payment, Reports & Terms tab. Click the "show" button next to reports, then click the "show" button next to the type of report. A copy of any reports for a corporate sponsor should be sent to PostAward@marquette.edu, in addition to the corporate contact. You are responsible for the programmatic portion of the report. Financial reporting is done by Grants Accounting.
- Work with your unit's Business Director to hire any employees, including student employees. This includes authorizing your salary as well (summer salary, cost share, academic year recovery and/or buyout).
- Complete the Student Grant Support Form and submit it to PostAward@marquette.edu to request tuition credits to be paid to a student from a grant. This will need to be completed each academic year.
- Know your start and end date (the period in which you can incur expenses). These dates can be confirmed on your project statement in Business Intelligence (BI) or in Kuali. To find this information in Kuali, click on "View All My Awards." The start and end dates will be listed for all awards.
- Touch base with grantcontracting@marquette.edu if you need any subawards, speaker agreements, consulting agreements or participant agreements as a part of your project.
- Meet with your college Business Director to discuss processes and procedures that apply to your specific award.

Every Month:

- Print your project statement from Business Intelligence (BI) – https://bi.mu.edu when you receive an e-mail informing you that monthly management reports are available (search "Management Reports" in the "Subject" line of your e-mail); understand your current balance.
- Review your expenditures to make sure all the charges are yours and that all charges are there. Consult with your unit's Business Director if you see any discrepancies between the report and what you think should be charged. If an expense needs to be transferred to a different account, please complete the Grant Expenditure Transfer form and submit it to PostAward@marquette.edu.
- Determine if there is a need to rebudget. If you need to rebudget, complete the Grant Budget Transfer Request form and submit it to PostAward@marquette.edu.
- Verify personnel working on the project, paid versus unpaid. Check whether anyone needs to be appointed or reappointed.
- Ensure that all personnel are paid from the account for the project on which they are working. Under no circumstances can work on one grant be charged to another.

Every Academic Period (Fall, Spring, Summer):

- Complete effort reporting. Effort reporting is a process mandated by the federal government to verify that direct labor charges to, or cost shared on, sponsored projects are accurate, timely, and reflect the actual level of work performed. Effort is the portion of time spent on a particular activity, expressed as a percentage of the individual's total activity for the university.
- Forms will be sent to you via e-mail by Grants Accounting in the Office of the Comptroller. Be sure that your reported effort is accurate and consistent with where salaries are being charged.
- Certify your effort report by replying to the effort reporting e-mail.
- Complete the Student Grant Support Form and submit it to PostAward@marquette.edu to request tuition credits to be paid from a grant.

Every Year:

- Work with your unit's Business Director to hire new employees, and to authorize PI salary (summer salary, cost share, academic year recovery and/or buyout). On an annual basis, it is important that you inform your Business Director of effort commitments on all grant projects to ensure salary is properly charged in a timely fashion.
- Update the annual Conflict of Interest and prepare a Disclosure Form as needed. You will be prompted to do this via e-mail from the Kuali system.
- Complete equipment verification, which will be e-mailed to you by the Office of the Comptroller.
- Review your reporting requirements and make sure they are met.

90 Days Prior To The Project End Date:

- Determine if you will need to request a no cost extension for your project and whether a no cost extension is available. To make a request, complete the No Cost Extension Form, which will be submitted to ORSP. Please see the Frequently Asked Questions for additional information.

As Needed:

- For corporate awards that use milestones to trigger payments, be sure to notify both grantaccounting@marquette.edu and PostAward@marquette.edu to let them know that an invoice should be sent to the sponsoring company.
- Share changes and obstacles (scientific or financial) with Business Directors and ORSP as they arise.
- Make sure consultants, participants and speakers are paid according to when they are working.
- If the project requires travel, please read the UPP prior to traveling. If travel will be international, be sure to follow Fly America rules.
- If you have subawardees, look for regular invoices and reach out to your collaborator if they are not invoicing you. Be sure to review invoices and work with your Business Director for guidance in getting them paid.
- Disclose inventions, discoveries, and improvements using the invention disclosure portal.
- Update your financial conflict of interest form in Kuali if a new conflict arises during the project period.