

The following information is expected to be maintained for each award during the life of the award:

Notice of Grant Award (NGA): A legal document that notifies the grantee a proposal has been awarded which includes all terms and conditions of the award, and obligates funding by the sponsor. The NGA specifies special requirements, deliverables, and disposition of remaining balances.

Grant Award Summary: A form issued by ORA indicating award begin and end dates, budget, cost sharing, program income, and other critical award information, including the new project number.

Copy of subawards.

See [APM 60.35 Establishing an Award](#) for details.

3. Operations During the Award

The PI should work with the FA to:

Plan that all important grant dates and activities are met. These include competitive renewal, progress report due dates, and other deliverables.

Monitor expenses on awards and discuss issues with the FA on a monthly basis to avoid unnecessary cost transfers, such as costs added within the last 90 days of the award. Such adjustments are scrutinized in an audit and difficult to justify.

Make timely transfers to appropriate sources for unallowable costs.

Monitor award budget to avoid deficit spending.

Maintain written documentation of all expenditures directly charged to the award demonstrating:

Authorization by the PI or delegate,

Expenditures are allowable, allocable, and reasonable.

Track and make sure committed cost sharing requirements are met.

Review and approve changes to the award. The following require prior approval from the sponsor and should be coordinated with ORA:

- a) Change in the scope or direction;

Cost Transfers

Cost transfers are the reallocation of costs directly charged to an award after the initial transaction has occurred.

Cost transfers have to be directly related to the project and be:

- Allowable, allocable, reasonable, and within the period of availability.

- Clearly documented as to why the transfer was necessary.

- Timely (no later than two months after original charge was incurred). Transfers not made timely require additional documentation and approvals.

Cost transfers should never be used to:

- Meet deficiencies caused by overruns in other awards or other funds, such as general operating.

- Avoid restrictions imposed by law or by terms of the agreement.

See