Plan, Setup, Manage, and Closeout
Learn what it takes to apply for and manage your research grant.
GRANT LIFECYCLE
Overview of the 4 lifecycle stages

https://www.washington.edu/research/myresearch-lifecycle/
Going from Idea to Grant submission

Funded and starting work

Sponsor reports, publications, and...

Where could this lead to other work?

Work and project life

These are shown in even distributions, but that is not always so.

The lifecycle is shown as a circle because it does not need to end. One project can spur others and keep this spinning forever!
You are now working on your project – following the scope of work you gave to sponsor. You also have a University budget number that you will use to hire people, buy supplies, travel, etc.

**All costs charged to this budget must be related to this project!**

**Auditors may ask questions.** Use the **prudent person test** – Is the cost:

- reasonable,
- allocable,
- allowable, and
- consistently treated?
There will be **sponsor reports**!
- Mostly annual reports, but read your award.
- Sponsor normally requires technical reports and sometimes budget reports.

**Contact us as we may be able to help with the budget reports.**

Our office reconciles research budgets. The PI may receive e-mails about costs and paperwork for them, such as receipts.

Our office will also send out budget information monthly to the PI and Administrator. Please watch for these e-mails as there may be time-sensitive questions or information.
The PI and Department Administrator have access to review budget information in MyFinancial Desktop (MyFD).

The monthly budget information sent out will include a link to this system. You will log in with your UWNetID and password.

**April 1, 2017, PIs will be required to approve their budgets in MyFD – meets compliance rules.**

You may always contact us with questions!
NOW WHAT?!

So you’ve been collecting data, maybe running experiments, working with collaborators and students.

Everything that happens in a project, going along your merry way...
But wait!! There’s a **CHANGE**!

What do you do?

Contact Cindy so you can discuss the change.

Some items may require sponsor approval and you can work through that determination. If it needs sponsor approval, it may also require a letter from Cindy as the OSP person and not the PI.
Some items requiring sponsor notification/approval:

- Change of PI
- Change of PI effort by 25% or more
- Change of budget by 25% or more. This indicates and change in the scope of work.
- Change of Co-PI or senior personnel (sometimes key personnel as well)
- Change of subcontractor
- Change in scope of work
Sponsor reports – why are they important?

- Some awards make the receipt of a report from the PI a condition on the next project period’s funding.
- Delinquent reports can keep the PI from submitting grants to anyone, not just the sponsor where reports are missing.
- Communicates what has happened thus far in the project and sponsors want/need to know. The annual technical report, though, should not be the first time a sponsor is hearing about a potential problem.
CLOSEOUT

- Equipment
- Records Retention
- Data Sharing
- Dissemination of Results
- Reporting
- Closeout
- Financials
- Subawards
- Science/Prog
- Project Life
- Administrati
CLOSEOUT

The project is complete! Party!!!!

Or is it?
CLOSEOUT

There are more reports to file with the sponsor. Closeout reports tend to be a bit more tedious and more work.
• Is it required to upload results to sponsor website?
• Does data need to be shared elsewhere as a condition of the award? (sponsors want information available to the general public quickly)
• Was equipment purchased on the award? Who owns it?
• Patents, copyrights, etc?

And last, but certainly not least...

If you don’t submit your sponsor closeout reports, you may not be able to apply for grants.
CLOSEOUT

Write your Publications!
Closeout

Starts all over!!
THANK YOU
Questions?

This slide set is available from:
UW Bothell Office of Research
www.uwb.edu/research
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