

Office of Research and Sponsored Programs (ORSP)

Bowie State University

FREQUENTLY ASKED QUESTIONS ABOUT AWARDS

I have been told my proposal was approved. What happens now?

Once the official Grant Award Notice (GAN) is received, the Post-award process begins. The Grants Program Specialist will contact you to set an appointment. During that time you will complete the required forms necessary for posting your budget in the PeopleSoft Financials Accounting System, review terms and conditions of the award, including reporting requirements. He will also train you on the budgeting shadow system which is the process used for PIs to regularly track and monitor their account balances.

When can I get a project ID and department number?

Assignment of a budget number occurs when the Office of Research and Sponsored Programs receives a fully executed award document, along with certain internal forms that may be required. The Grants Program Specialist can give you the appropriate internal forms needed.

What can I buy with my grant funds?

The terms and conditions of your award govern what costs are allowable. In most cases, allowable costs are determined in accordance with OMB 2 CFR 200. Check with the ORSP Grants Program Specialist for specific concerns.

My grant ends in two months. How can I get a “No Cost Extension”?

The procedures for requesting a “No Cost Extension” depend on the terms and conditions of your award. Depending on the agency, submit a first time “No Cost Extension” no later than 30 days prior to the grant end date. Length of extension requested range from 6, 9 or 12 months. Contact the ORSP to discuss your options.

How often do I have to report on a grant?

There are internal and external reporting requirements. The RFP and/or Grant Award Notice (GAN) will give the agency's reporting requirements. Typical grant reporting cycles are semi-annual, annual, and final (closeout). Check with the Grants Program Specialist for specific concerns.

If I am serving as a PI on a grant and leave the institution, does the grant transfer to my new institution?

Grant awards are made to a college or university, not to a person. Consequently, unless there are extenuating circumstances, a grant award would typically stay with the institution. The awarding agency must approve all changes in PI requests.

What are the guidelines for equipment and supplies after the grant award is over? Do I keep them?

The disposition of equipment is agency dependent. Some agencies have detailed policies as to how to handle equipment purchased with grant funds. Other agencies leave the equipment with the college or university. Almost all agencies require an equipment report. Typically, agencies do not have guidelines for the disposition of supplies.

Why does it take so long for some documents to be approved but not others?

The ORSP is responsible for reviewing, negotiating, and accepting awards on behalf of the University. Awards are thoroughly reviewed to make sure that the university can legally comply with the terms and conditions, and that those terms and conditions do not place an unnecessary risk or burden on the institution. The ORSP staff will work diligently to get all agreements and documents finalized as quickly as possible.

Note: *The information given above may change at any time. As the policies of the University and the granting entity (federal, state, county, private) change, that information will be shared with the campus.*