

INSIDE THE EHE OFFICE OF RESEARCH: FOCUS ON POST-AWARD

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What Exactly is Post-Award?

The terms *research administration* and *grants management* both accurately describe the work we do in the EHE Office of Research. However, there is a big difference between the needs of a principal investigator (PI) who is preparing a proposal and one who has already received funding and must now put it to use. We refer to the former as “pre-award” and the latter as “post-award.” Post-award requires regular project monitoring – managing all aspects of your award from the actual on-the-ground research to the proper stewardship and accounting of grant funds. It can be much work, but faculty can always call on EHE OR for post-award support and guidance.

When Does Post-Award Begin?

In EHE, the post-award phase officially begins once the PI receives a *Notice of New Award* email from the Office of Sponsored Programs (OSP). This commonly occurs well after the PI has been made aware of being funded. However, it is the notification from OSP that announces an award has been made official between the PI, the sponsor and the university. EHE OR staff, department chairs and fiscal and HR staff are copied on this notification so all faculty support staff are in the know. After receiving this message, faculty – especially those newer to sponsored research – will want to meet with me to go over the particulars of their award and discuss needed support.

Post-award and People Costs

Salary, benefits and tuition costs often comprise the majority of a grant budget. When we consider the time constraints on grant funding, it becomes clear that proper and timely assignment of staff across projects is critical to post-award grants management. Additionally, the task of appointing staff to projects can involve fiscal, HR and/or EHE OR staff. This is an area where faculty commonly need a lot of assistance. If you are unsure how to go about staffing your project or who can help, please contact me. Not addressing these issues can make matters worse down the road, as all project staff are required to verify time spent and salary earned on grants via a process called effort certification. A tool called “eCert” is used for this process at Ohio State. More info on this topic can be found in the Quick Links section on Page 5.

Just the Tip of the Iceberg!

This article can’t possibly cover the many aspects of the post-award grants phase. As PI, you may well need assistance on a variety of other topics, including:

- Progress and financial reporting
- Collaborations within and outside of Ohio State
- Cost-sharing
- Roles of department fiscal and HR staff
- Billing and payment issues

You can find guidance on these topics using the links down the right side of this page. However, it is also recommended that you meet with me, especially if you are new to being a PI or are currently trying to resolve a grant-related matter.

A Word on Grants Management at a Huge Place Like Ohio State

Faculty are busy! All have some combination of teaching, service, mentoring and administrative duties aside from research (sponsored or other). On top of that, navigating a giant university can be challenging and that's absolutely the case at Ohio State. Fortunately, there is a strong grants management culture at Ohio State and many resources to take take advantage of. Grants management professionals across the university keep one another informed of new requirements and best practices. They provide programming to train new staff in research administration and have a line into grants professionals associations like National Council of University Research Administrators (NCURA) and Society of Research Administrators (SRA). We are lucky to have such expertise.

Quick Links

[EHE-OR Post Award Page](#)

[OSP Project Administration \(post-award\) info](#)

[PI Portal \(includes navigation to eCert and IRB info\)](#)

[Effort Certification and eCert](#)

[EHE Webinar Recordings](#)

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