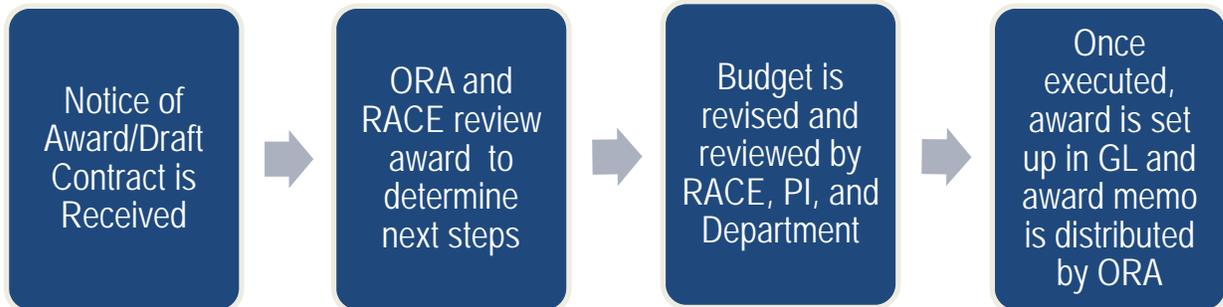


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I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which TJU formally accepts the Notice of Award from the sponsor or negotiates a fully executed agreement and the process by which the budget is finalized and set up in the general ledger. There are two types of awards that are received at TJU: Awards that require negotiation with the sponsor (contracts) and those that do not (all non-contract awards). This procedure addresses both these types of awards.

The steps below outline the process completed by RACE, once an award notice or draft contract is received from the sponsor.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	<ul style="list-style-type: none"> a. Notifies RACE if PI receives notification of award from the sponsor or if PI is in discussions with sponsor regarding a potential award b. Notifies RACE if the sponsor indicates an award will not be received
RACE Grants Administrator	<ul style="list-style-type: none"> a. Reviews award document and reviews budget with PI and Senior Administrator (as applicable) b. Contacts subrecipient to request updated budget (as applicable) c. Triggers congruency review for IRB approvals (if not done at the Just in Time stage)
SPAO	<ul style="list-style-type: none"> a. Sets up the budget in the general ledger
ORA	<ul style="list-style-type: none"> a. Notifies RACE when notification of award is received b. Triggers congruency review for IACUC approvals (if not done at the Just in Time stage) c. Changes Cayuse SP status to funded d. Executes memo to communicate NOA and reporting requirements to PI, RACE GA, and Senior Department Administrator



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Office of Institutional Advancement	<ol style="list-style-type: none"> a. Receives notification of funding for those proposals they assisted with – these are foundation sponsors. b. Notifies RACE and ORA that funding has been received.
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V. Procedure:

- A. The process begins when TJU receives the notice of award or draft contract. The award or draft contract may be received by:
 1. The PI
 2. ORA
 3. RACE
 4. Office of Institutional Advancement
- B. RACE will review the award document and determine the next steps.
 1. If the award is received for a proposal that the Office of Institutional Advancement was involved in, the RACE Grants Administrator will notify the Gift Officer that an award has been received.
- C. For contracts that must be negotiated, ORA will initiate negotiations with the sponsor at this time. The PI and RACE Grants Administrator are included as necessary. Examples of these types of awards include federal contracts and industry sponsored clinical trial agreements.
- D. If the award is a contract, the RACE Grants Administrator must initiate a new Cayuse SP record (unless there is already a proposal record, but likely there is not). The GA will complete the contract-specific questions on the Cayuse SP record and notify ORA via e-mail.
- E. If the budget has been reduced (from the original proposed amount), RACE will review the revised budget with the Senior Administrator in the department and the PI.
 1. For contracts, the Payment Terms are drafted.
 - a. Prior to the confirmation of Payment Terms, ORA will review and negotiate, as well as seek input from RACE Grants Administrator.
 2. The RACE Grants Administrator will work with the PI and the department to update and document all changes to the budget throughout the process.
 3. RACE will contact the subrecipient to request an updated budget, if necessary.
- F. RACE will also begin to acquire the necessary regulatory approvals if they were not approved at Just in Time.
 1. If IRB approvals are necessary, RACE will trigger the congruency review and send confirmation to ORA.
 - a. The congruency review begins when the RACE Grants Administrator forwards scope of work, protocol number, and specific aims to the IRB office.
 - b. The IRB performs congruency review and forwards the approval letter to the RACE Grants Administrator.
 - a. IRB congruency review form is filled out and submitted along with the grant application's specific aims to receive IRB approval.



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- i. This is only in the event that the IRB approval letter's title does not match the grant application title.
 - ii. If the IRB approval letter's title and grant application match, further congruency review is not necessary.
 - c. When verifying active protocols, RACE will also verify appropriate CITI certificates for human subjects training as well.
 - 2. If IACUC approvals are necessary, ORA will trigger congruency review.
 - a. The RACE Grants Administrator contacts ORA with the protocol number.
 - b. ORA forwards the protocol number and proposal to the IACUC office.
 - c. IACUC performs congruency review.
 - d. IACUC then sends approval to ORA, who will then forward it to RACE.
 - G. The status of the grant in Cayuse SP will be changed to *funded* by ORA once the contract is fully executed, the final budget is received, and all regulatory approvals have been confirmed.
 - H. SPAO will set up the budget in the general ledger.
 - I. ORA will execute an award memo and include the original NOA as well as reporting requirements. The award memo will be distributed to the PI, RACE Grants Administrator and Senior Department Administrator.
 - J. The RACE Grants Administrator will then set up the Award Kick-Off Meeting with the PI.

VI. Enabling Tools/ Technology

- A. General Ledger through PeopleSoft
- B. Kick-Off Meeting Agenda located on the RACE Shared Drive under RACE Tools.

VII. Performance Metrics

- A. Award Set-Up Turnaround Time (# of days between receipt of award or draft contract to issuance of Award Set-Up Memo).

VIII. References

- A. IRB Congruency Review Form
 - 1. https://www.jefferson.edu/content/dam/tju/human_research/irb/forms/2019/OHR-33-Does-IRB-protocol-cover-work-in-grant-application-20181101.doc