POST-SUBMISSION

If you receive an NIH award both you and UA, as the institution is the body that actually the awardee, have specific roles and responsibilities.

The award notice (Notice of Award (NOA)) should contain the following information:

- Period of performance (start and end dates for the work specified in the project plan or statement of work)
- The payment amount obligated by the sponsor
- Terms and conditions (including budget restrictions; e.g. prior approval for re-budgeting and restrictions on certain budget categories, equipment and/or fringe benefits)
- Payment and invoicing terms
- Official contact information
- Deliverable details for technical, financial, invention, procurement reports, milestones and timetable obligations
- Audit provisions

Some of the UA post-award activities:

- **Signing the acceptance**, through the UAccess portal. UAccess Research is the University of Arizona's electronic proposal submission and management system. It facilitates the preparation and processing of Pre- and Post-Award tasks electronically, reducing the need for paper transactions. All proposals are submitted using UAccess Research and routed for review/approval by the Principal Investigators/Co-Principal Investigators, Departments, Colleges, and the Sponsored Projects Services Office. A UA NetID and password is required to login to the system.
- **Load an Account Budge**t (putting money into a new account, with a new account number. Happens from the DEM Business Office)
- **Respond** to any required Award Notice requirements, described in the Award Letter
- It is important to work with Sponsored Projects Services to understand the specific **terms and conditions** of the award
- **Labor reporting**. Properly charging labor and expenses to sponsored projects is a critical aspect of staying on budget and surviving audits. This will be done in partnership of the PI with the DEM Business office.
- PI is responsible for all **progress reports** as dictated in the NOA to the NIH and to the UA Sponsored Projects Services (SPS)
- SPS prepares the **financial report** and, with concurrence from the principal investigator, submits the report to the sponsor. Most sponsors require the final financial report within ninety (90) days of the termination date of the project.

NIH The NIH has put together a **handbook**, nearly 400 pages, that clearly and in detail describes the specific regulations for post award. This is a good resource to look up any requirements you might want to explore or to learn specific compliance regulations. Also, the first introduction chapter gives a very complete listing of the HHS and NIH acronyms you might encounter as well as a glossary that offers explanation of the terms you will come across. For example:

Term	Definition
Scientific Review Officer (SRO)	The NIH official who serves as the designated Federal official having legal responsibility for managing the peer review meeting, the procedures for evaluating the applications assigned to the SRG and the determinations and management of conflicts of interest, as noted in 42 CFR 52(h).
Scope of work	The aims, objectives, and purposes of a grant; as well as the methodology, approach, analyses or other activities; and the tools, technologies, and timeframes needed to meet the grant's objectives. This includes the research or training plan included with the original grant application, along with any approved modifications.
Senior/Key Personnel	The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. Senior/key personnel must devote measurable effort to the project whether or not salaries or compensation are requested. "Zero percent" effort or "as needed" are not acceptable levels of involvement for those designated as Senior/Key Personnel.

Link to the full text of the handbook