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Project Administration

is a team effort, to include the PI and the research team.

- x Notice of Award/Grant Agreement : The PI is expected to read and understand the terms of their grant award, including budget restrictions, required deliverables, timelines, and reporting requirements. The RI will facilitate a Kickoff meeting upon receipt of a Notice of Award to review the specific terms and conditions.
- x Grant Log number : The RI grant log number must be included in all communication with the RI. This is the accounting number assigned to the project in the accounting system, like the University SAP #.
- x Communications: It is critical that the PI communicate with the RI and grant accounting teams before making budgetary, scope, or project timeline changes.
 - o All contractual and budgetary communications with the funding agency must come from the RI. This is to ensure consistent and compliant messaging. The RI will cc the PI on email correspondence and will ensure open communication. PIs should cc the RI on communication with the funding agency.
- x Use forms available on RI web site: Many RI Forms are available on our web site <https://www.iup.edu/researchinstitute/forms/index.html>
- x Project expenses: Purchases or travel arrangements will be made by the RI team for RI awards. Budgets with RI expenses must be reviewed prior to expense for allowability per agreement, allocability, and reasonableness of price. The PI must approve the purchase/travel in writing before the expense will be incurred.
 - o In your justification for the purchase please include how/why it is needed for the completion of the project. After making the request, please allow 2-3 business days for the request to be processed. Depending on the items needed shipping may be 2-4 weeks, or longer for more specialized items.
- x Budget Mod : Budget modifications may be necessary as your project needs change. You must contact the RI Post Award team if you need a budget modification. Review the terms in the Award