COERA Award Process

**Awarding: Award Management through COERA**

When an OSP contact or the sponsor alerts you that you have received an award, please send the information (attached files and/or links) to the COERA Pre-Award Grants and Contracts (G&C) Specialist, listed below:

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<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Kogan</td>
<td><a href="mailto:liz.kogan@austin.utexas.edu">liz.kogan@austin.utexas.edu</a></td>
<td>C&amp;I, EDP, ELP, SPE</td>
</tr>
<tr>
<td>Angela Adair</td>
<td><a href="mailto:angela.adair@austin.utexas.edu">angela.adair@austin.utexas.edu</a></td>
<td>KHE</td>
</tr>
</tbody>
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They will coordinate the contracting process with OSP, including requests for changes in award budget, contract terms, or information.

**Human (IRB) or Animal (IACUC) Subjects:**

If your project requires human subjects or animal participants and you have not submitted the necessary IRB or IACUC application, the application MUST be completed and approved before an award and human subjects award spending can occur. Please immediately submit the application to the central Office of Research Support and Compliance (RSC) for processing and approval. Please then send approved applications to your Pre-Award Specialist in order to provide the IRB or IACUC details to OSP at this time.

**Award Negotiation:**

At the award stage, the sponsor will send a contract to you, your Pre-Award Specialist, or OSP for review and negotiation. Please send any award emails received to your Pre-Award Specialist for review and appropriate routing. Terms and conditions, reporting requirements, and payment terms will be negotiated at this point. Please remain available for questions and authorizations during this process.

**Request for Credit:**

Occasionally, after confirming that the Sponsor is awarding funds to the University, the Sponsor will take a prolonged period of time to negotiate or draw up a contract. During these types of negotiations, it is typical for the Pre-Award Specialist to request a Credit Authorization with OSP to cover any immediate project spending needs. Types of spending likely to need a credit include:

1. **Appointments**, especially for students who need immediate tuition remission.
2. **Travel Expenses** for immediate anticipated trips.

The Pre-Award Specialist will work with you to determine the necessary items required to request credit and will coordinate that request with OSP.

It is important to remember that a credit request is only made contingent on the determination that an award will be forthcoming. While it is rare for an anticipated award not to be made, it is imperative to understand that if that should occur the credit must be repaid. In those rare instances, the PI is responsible for finding alternative funding sources (a non-26 departmental account) that can recoup these costs. OSP will not use its own money if the award is not made - the PI will be responsible for these costs.

**PI Memo:**

After contract finalization, OSP will send a PI memo via email. The PI Memo will request faculty acknowledgement and approval of all terms included in the finalized contract. The Pre-Award Specialist will assist in obtaining your understanding and acknowledgment.

**Subawards:**

If you are collaborating with a Co-PI at another institution and they are subawarding to us, OSP will use the proposal information to begin the contracting process. Please review the following subawardee proposal items for any necessary changes:

1. An itemized budget
2. A budget justification
3. A statement of work for their portion of the work to be performed

Contracting will be an ongoing process with many steps, and OSP and the Pre-Award Specialist will walk you through to completion.

Service Agreements or Consultants:

If you are contracting a service from a business or individual, your COERA Pre-Award Specialist will assist you with the process. Please obtain/review the following items from the entity:

1. An itemized or lump-sum budget or a pricing/rate agreement or a standard hourly rate
2. A budget justification or rate justification (price sheet or letter stating that rate is standard charged for similar work)
3. A short statement of work for the service to be provided

Contracting will be an ongoing process with many steps, and the Pre-Award Specialist will walk you through to completion.