



Policy Statement

Office of Sponsored Research

Section 400: Award Acceptance and Establishment

OSR Policy 400.1 — OSR Award Management Responsibilities

Responsible Officer: Director
Responsible Unit: Award Management
Effective date: July 1, 2008
Last revised on: June 1, 2009

Policy Statement

UNC-Chapel Hill conducts award financial and program management in accordance with the Federal regulations of [OMB Circular A-21](#) and [OMB Circular A-110](#), which governs the requirements of post-award administration of grants and agreements at universities.

The Award Management unit in the Office of Sponsored Research (OSR) is the designated University unit responsible for the administration of contracts, grants and cooperative agreements once a sponsored award has been accepted by the funding agency and the university.

Each Award Management Team acts as a liaison among University business offices, sponsoring agencies, PIs and project directors to ensure that sponsored research or training is properly authorized and conducted in conformity with administrative and fiscal requirements. Award Management Teams are made up of the following components:

Award Management — Each awarded project is assigned to an Award Manager for the lifetime of that project, from the time it becomes an award to close-out. The OSR Award Manager provides oversight for issues that may arise during the life of the project and serves as a liaison with the sponsor. Award Management teams facilitate a range of research administration needs ranging from contract negotiation to issuing subcontracts or implementing certain budget revisions.

Pre-Audit — Responsible for reviewing and approving selected transactions prior to award spending.

Data Management — Establishes an account for the award in the Financial Recording System (FRS) and in RAMSeS by assigning a unique account identifier and budget categories for spending.



Reason for Policy

OSR's Award Management unit delineates specific tasks regarding award establishment and financial administration to maintain accurate, current award records and other requirements of sponsored program management, as mandated by federal, state and University regulations.

Exclusions/Exceptions

None.

Procedures and Related Policies

Section 400 provides the pertinent policies pertaining to award management. Specific procedures are located in the applicable policies and can also be viewed in the Table of Contents.

OSR Research Tool Kits

None.

Contacts

Questions and concerns can be submitted online at [Ask OSR](#) or by using the [OSR staff directory](#). Within [RAMSeS](#), the "Speak to Someone" option assists in locating the staff member best suited to address project-specific issues.

References

 [Research Administration Glossary at Carolina](#)

1. OMB Circular A-21, *Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions*.
2. OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations*.

Revision History

Prior Revisions: The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill's [Division of Finance](#).

