



Section 400: Award Acceptance and Establishment

OSR Policy 400.2 — Communications with Sponsors regarding Award Management

Responsible Officer: Director
Responsible Unit: Award Management
Effective date: July 1, 2008
Last revised on: November 4, 2008

Policy Statement

Communications between the University and sponsoring agencies relative to administrative management of projects are to be coordinated through the responsible [Award Manager](#) in the Office of Sponsored Research ([OSR](#)).

The OSR Award Manager serves as the liaison between the administering award department and the funding agencies to ensure UNC-CH compliance with Office of Management and Budget (OMB) [Circular A-110](#) requirements; thus, Principal Investigators (PIs) and Departmental Administrators (DAs) are required to consult with and inform Award Managers regarding award adjustments that require institutional approvals and authorizations, particularly changes affecting budget, effective dates and effort reporting.

Reason for Policy

This policy establishes the Award Manager's key role between the PI, the University, and the sponsoring agency to ensure compliance with applicable federal requirements and regulations and University accounting standards.

Exclusions/Exceptions

Technical or programmatic communications between PIs and program officials of the sponsoring agencies are authorized and encouraged, however, agency program officials (technical or scientific representatives) do not have approval authority regarding contractual matters. Any activity that may affect contractual agreements requires coordination between agency Grants Management Specialists, program officials, the appropriate OSR Award Manager and the PI.



Procedures and Related Policies

Any procedures deemed necessary by the University will be based upon the sponsoring agency's particular requirements in conjunction with other necessary guidelines. The proper [OSR Award Manager](#) should be consulted in all instances. The Award Manager may consult with others in OSR, the agency, and/or departmental representatives to provide guidance or handle requests.

To facilitate inquiries or change requests about any award, OSR may require the departmental administrator to provide OSR staff with the following information:

- Award Number
- FRS Account Number(s)
- Funding Agency Account Number
- Name and Phone Number of Principal Investigator
- Name and Phone Number of Departmental Administrator
- Any applicable subcontractors or consultants, applicable account numbers, contacts and phone numbers
- Detailed explanation of the desired action or anticipated change.

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-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations*.
2. List of Award Managers and UNC-CH Departmental Assignments.

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](#).

