**Proposal & Award Management Session
Award Management Part 1 – July 20, 2017**

**Allocation of Costs:**

* Must be allowable
* Must be allocable
* Must be reasonable
* Must be necessary
* Must be during period of performance
* Must be given consistent treatment
* If costs benefit multiple projects, they must be prated on a reasonable basis
* **Projects are not “buckets” of money to spend down and then move to the next**

**What Do I Do If I Want To…..?**

**Re-Budget Request** [**https://www.ndsu.edu/grants/services/grant\_rebudgeting\_andor\_extensions/**](https://www.ndsu.edu/grants/services/grant_rebudgeting_andor_extensions/)

* Send request to applicable GCA Office (helpful to answer these 5 questions)
	+ What budget categories are going to be increased?
	+ What budget categories are going to be decreased?
	+ How will the rebudget help meet the project goals?
	+ For those categories decreased how will the decrease not impact meeting the project goals?
	+ Will there be a change in scope?

**No Cost Extension** [https://www.ndsu.edu/research/sponsored\_programs\_admin/pre\_post\_award\_admin/#c332751](https://www.ndsu.edu/research/sponsored_programs_admin/pre_post_award_admin/)

* Complete the No-Cost Time Extension Request for on the SPA website and email to SPA

**Pre-Award Spending**[https://www.ndsu.edu/research/sponsored\_programs\_admin/pre\_post\_award\_admin/#c442947](https://www.ndsu.edu/research/sponsored_programs_admin/pre_post_award_admin/)

* Documentation of sponsor’s intent to fund
* Statement for Department Chair stating they will cover all costs if award doesn’t get funded

**Reports and Queries**

Finance: Grants WorkCenter

* PI Report
* Detailed Transaction Report
* Award or Project Summary Report
* Budget Overview

HRMS:

* HE Salary Distribution Report

**All financial requests from sponsors should be sent to GCA for processing.**

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