

NOTICE OF AWARD

Last Revised: 09/05/07

1.0 Purpose

To establish guidelines for the notice of award process pertaining to sponsored projects.

2.0 Responsibility

- 2.1 It is the responsibility of the Division of Research (DoR) to notify and provide the documents described within to the Principal Investigators (PIs), Deans, Chairs, the Provost, Research Centers, and the Comptroller's Office.
- 2.2 It is the responsibility of the PI to ensure that funds are expended in accordance with the terms and conditions of the award agreement.

3.0 Definitions

NA

4.0 Procedure

4.1 Initiation

- 4.1.1 Once an award is found acceptable it does not become conclusive until it is signed and executed by both the funding agency and Clarkson University.

4.2 Preparation

- 4.2.1 Upon full execution of the award the DOR will:

- 4.2.1.1 Prepare a *Notice of Award (Appendix A)*:

The *Notice of Award (Appendix A)* includes information on, but not limited to:

- Funding Agency
- Budget Period
- Report Requirements
- Technical Contact
- Awarded Amount
- Special Terms & Conditions

4.2.1.2 Prepare a budget according to the approved budget and the sponsor's specified terms and conditions, that contains account codes (object codes) indicating the cost categories of the approved budget (as defined by the University's financial accounting system).

4.2.1.3 Establish an account number for the award.

4.2.1.4 Prepare a congratulations letter highlighting the terms and conditions agreed upon when accepting the award.

4.2.1.5 Prepare a copy of the entire award agreement for the PI.

4.3 Distribution

4.3.1 PI is sent a copy of the *Notice of Award (Appendix A)*, approved budget, congratulations letter, and a copy of the award agreement.

4.3.2 Comptroller's Office is sent a copy of the *Notice of Award (Appendix A)*, approved budget, and a copy of the award agreement.

4.3.3 Deans, Department Chairs, the Provost, and applicable Research Centers are sent a copy of the *Notice of Award (Appendix A)*.

4.4 Continuations, Renewals, & Supplements

4.4.1 Within a sponsored project such as grant, cooperative agreement, and contract (or subcontract) the funding agency has the duty to choose the way in which funding will be provided over the course of the project.

4.4.1.1 In the majority of cases, awards for multi-year projects are incrementally funded. That is, the funding agency commits to funding for all years of the project based on scientific progress and availability of funds, but provides funds only on a year-by-year basis (known as a continuation). In some cases, each issuing year may require the PI to submit a continuation proposal.

4.4.2 Continuations may receive a new account or an increase to the existing account may be made. This shall be determined by the DoR.

4.4.3 Renewals usually result in the set-up of a new account number.

4.4.4 Supplements are always treated as an increase to an existing account.

5.0 References

NA

6.0 Approvals

Prepared By: K. Klatt Date: 09/05/07

Approved By: Constantine M. Ferguson Date: 9/5/07
Grant & Contract Administrator

Approved By: [Signature] Date: 9/5/2007
Comptroller's Office

Approved By: Aree Mah Date: 5 Sep 07
Director of Research & Technology, DoR

Approved By: K. Klatt Date: 09/05/07
Research Compliance Officer, DoR

APPENDIX A

September 5, 2007

**DIVISION OF RESEARCH
NOTICE OF AWARD**

Clarkson University has entered into an agreement herein described. Initiation of expenditure of funds is hereby authorized in accordance with the terms and conditions set forth in the attached award document and/or policy statement. The conditions given below are a summary of information contained in the award document and/or policy statement. Please contact Constance M. Ferguson (3765) if you have any questions.

Division of Research

CLARKSON PROJECT GRANT NUMBER:

PRINCIPAL(S) (% allocation):

**PROJECT
TITLE:**

**SPONSOR:
CURRENT PERIOD:**

**GRANT/CONTRACT NO.
PROJECT PERIOD:**

CURRENT INCRMT:

PREV INCRMT:

TOTAL AWD:

PREVIOUS ACCT#:

TECH./PROG. OFFICER:

CENTERS ALLOCATION	
CAMP	n/a
CCE	n/a
CARES	n/a

NEXT PROGRESS REPORT DUE:

FINAL TECHNICAL REPORT DUE:

CONTINUATION / RENEWAL PROPOSAL DUE:

OLD ACCOUNT NO:	
ASSOC. RO# (if	n/a

EQUIPMENT CONDITIONS:

TRAVEL RESTRICTIONS:

SPECIAL TERMS/COND.:

COST SHARING:

**ABBR. TITLE:
METHOD OF PAYMENT:
AGENCY CODE:
DEPARTMENT:**

**SET-UP TYPE:
O/H RATE:
AGENCY TYPE:
SCHOOL:**

**FCFDA CODE:
O/H CODE:
PURPOSE:
F/B RATE:**

START DATE:

END DATE:

CLOSE DATE:

SPECIAL NOTES:

CC:

Prepared by: