

Joint Research Office: Grants Post-award



Post-award

- Tom Grieves, Senior Grants Administrator

Grants Post-award

The post award project lifecycle:

- Receiving an award;
- Initial set-up procedures;
- Award initiation;
- Managing active awards;
- Closing accounts

Grants Post-award: Receiving an Award

Awards will normally be received by funders to various stakeholders:

- RCUK – PI and JRO will receive notification via Je-S:
 - PI will be notified of successful application
 - Official Award Offer Document will follow
- Grants that require JRO signatory at application stage, usually received by JRO or Research Office (most charities, funders that use online systems with JRO as signatory).
- Other funders where PI is primary contact (e.g. industry) usually received by PI.

Please inform JRO as soon as you receive an award letter!

Grants Post-award: Receiving an Award

Awards involving humans, their tissue and/or data require ethical approvals before an award will be activated on ICIS.

- Please forward details of ethics with the award letter if possible.
- If ethics will be applied for during an award, budget items dependent on ethics will be uplifted once approval has been granted.
- JRCO will give final confirmation.

Grants Post-award: Initial Set-up Procedures

Depending on the T&Cs of the funding, there may be additional steps required before we can set-up an award:

- Standard T&Cs – JRO can proceed with set-up e.g. RCUK.
- T&Cs from regular funders – likely to have been approved previously and JRO can sign-off:
 - Where T&Cs have been updated – review by contracts required.
- T&Cs from new funders – require review by Contracts and relationship review.
- T&Cs/contracts from industry – require negotiation by Contracts.
- Research Collaboration Agreements where Imperial is a 3rd party or for 3rd parties where Imperial is lead – will require negotiation by Contracts.

Grants Post-award: Award Initiation

Once T&Cs/contract reviewed and approved, JRO, Contracts or PI will be responsible for approving and accepting grant awards.

Once Award has been accepted, we can continue with set-up:

- There must be a valid InfoEd submitted and approved, which matches the award value – will have been completed at pre-award, if not approved this will delay set-up.
- If award value differs from InfoEd, JRO will liaise with dept. to understand why – giving sufficient time at pre-award will reduce this issue.
- JRO will review award documentation and set-up the grant in line with agreed obligations – we aim to complete this in five working days from approval. Main inhibitors to this are ethics and InfoEd approvals.
- JRO will produce a Budget Form which will detail the budget available to spend on this account, along with other key information, e.g. milestones, reporting deadlines.

Grants Post-award: Award Initiation

- JRO will send award set-up email including award letter/contract, budget form, golden rules to key stakeholders – please read this!
- JRO will notify contracts of any sub-agreements required.

Useful resources:

Research Office Website – [Managing Projects](#)

JRO Website – [Grants Processes Page](#)

Grants Post-award: Managing Active Awards

Budget Management

- Awards are made on an FEC or non-FEC basis as indicated at pre-award and on the budget form. FEC awards require a contribution from the College.
- For all awards, the 100% budget is set-up on ICIS and is available to the PI to spend.
- Please try to maximise budgets – This increases research volume for the College which positively affects the REF return and potentially additional funding streams e.g. B/C-stream.
- Please spend in line with the budget as set up on ICIS – Ineligible costs must be met by the department. [RO Guidance on ineligible costs](#).
- If the scope of the work has changed please refer to JRO for guidance on budget amendments.

Grants Post-award: Managing Active Awards

JRO

- Claims list management, i.e. invoicing, interim and final reporting (GA).
- Costing and approving HR forms submitted by department (SGA).
- Account reviews for major funders, e.g. RCUK, WT, CRUK (SGA).

Department

- Scientific reporting.
- Timely submission of HR forms – please submit well in advance of payroll deadline to reduce need for HR18s and more work for JRO and dept.
- Completion of timesheets for split funded staff on RCUK/NIH. [JRO Guidance](#).
- Ensure all costs are posted in a timely manner.
- Chase supplier invoices for valid commitments/close commitments no longer needed – commitments will not be included in financial reports if not backed up with invoice/receipt.

Grants Post-award: Closing Accounts

When all reports and/or claims have been submitted and paid, the account will be in surplus, in deficit or balanced.

Surplus

- If award is fixed price surplus is kept by PI/department.
- Otherwise refund is due to funder.

Deficit

- Costs charged after end date (e.g. commitments not realised before final report).
- Funder declines to meet all costs.
- Department to remove costs via a journal.

When income equals expenditure the JRO will close the award on ICIS.