

Grants Administration: Post-Award Frequently Asked Questions:

I submitted an application without a grant proposal processing form and now I have an award. What do I do?

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My proposal included a consultant. How do I pay my consultant?

I have new staff positions budgeted in my grant. How do I begin the process of hiring individuals to fill these positions?

I have student payroll budgeted on my grant. How do I hire a student?

My grant budget includes summer salary. How do I get paid?

I have a grant award and need to make changes to the budget. How can I do this?

My award is going to end but I'm not finished with the work. What can I do?

How do I submit a reimbursement or expense on my grant?

I submitted an application without a grant proposal processing form and now I have an award. What do I do?

Route a copy of the proposal and budget with the grant proposal processing form to the Sponsored Research Office (SRO). SRO will review the submission for compliance with college policies. If the proposal is not compliant, SRO will contact the Sponsor to make any necessary revisions to the proposal in coordination with the Principal Investigator.

How will I be notified if I receive an award?

If the award comes to Grants Administration (GA) or the SRO, we will send you a copy of the agreement for review. Grants Administration will also review the terms and conditions.

You may receive the award directly from the Sponsor. If you do, please send the award/agreement to Grants Administration so that the documents can be reviewed and accepted as required. If a proposal was not routed for the award, it should be completed prior to signature and set up of the award account.

Can I accept an award from the Sponsor?

Smith College policy requires that all externally sponsored agreements be accepted by a Senior Administrator in the VP for Finance and Administration Office or the Provost's Office.

I know I am going to get an award. Can I start spending in advance of the start date?

If you have been notified by the Sponsor that an award is imminent, let GA know. There is a process to set up new grant fund so you can begin spending in advance of the receipt of the award. It is important to know the intended start date of the award so spending does not occur prior to this date. Please note that pre-award spending is dependent upon sponsor guidelines.

How do I get a fund number for my award?

When an award has been signed by both the Sponsor and GA, it is ready to be set up. GA will set up the new award in Banner and will notify you via email when this has been done.

My proposal included a subaward. How will my subaward agreement be issued?

Grants Administration will set up and send the subaward agreement to the organization listed as the subawardee in the grant award.

My proposal included a consultant. How do I pay my consultant?

Please visit the Controller's Office website for the [Worker Classification Policy: Employee v. Independent Contractor Status](#). Faculty and staff who believe the individual worker is an independent contractor/consultant will need to complete the required forms and obtain approval prior to hiring or paying a consultant.

If your consultant is an establish business, you do not need to do through the classification process. You may need to request a W-9 from the business, to ensure that the entity is set up in the accounting system so payments can be process without unnecessary delay.

I have new staff positions budgeted in my grant. How do I begin the process of hiring individuals to fill these positions?

Human Resources must be contacted to begin the process of developing a job description and creating the position. All hiring on grant awards is subject to the college's equal opportunity and other policies. Please note that this refers to staff positions, not student employment.

I have student payroll budgeted on my grant. How do I hire a student?

Please visit the following link for information regarding hiring students:

<https://www.smith.edu/about-smith/student-employment/employers>

My grant budget includes summer salary. How do I get paid?

Before the end of the spring semester, Grants Administration will send out a call for summer stipends. Smith faculty may request up to 2/9ths of their annual salary from a sponsoring agency, to be taken during the summer months (June, July or August).

To receive a summer stipend from your grant it must be in accordance with the sponsor's requirements, the stipend must reflect effort worked on the grant during the project period, and you must have adequate funds in your grant. You must also not have any outstanding effort certification reports. Please note that summer salary from other college sources may limit the amount of salary that can be received from a grant. Summer salary should also reflect the amount of effort you will be putting in on your grant during the summer months, it should not reflect academic year effort.

I have a grant award and need to make changes to the budget. How can I do this?

Budget revisions are processed in accordance with the terms of the grant award. In some cases, budget revisions require prior approval from the sponsoring agency. In others, the college has the authority to approve budget revisions. Reach out to Grants Administration to discuss your budget revision.

My award is going to end but I'm not finished with the work. What can I do?

You can ask the Sponsor to extend the period of performance. How you submit such a request depends on the Sponsor. There may also be separate requirements if you have previously requested an extension for the project. In all instances, you will need to provide a justification of why the extension is necessary (spending out the funding is not a valid reason to extend a project). In some cases, the request is automatically approved (i.e. the first no cost extension on a grant from the National Science Foundation). Grants Administration will approve or submit the request to the Sponsor. Once the extension is approved, Grants Administration will notify you.

How do I submit a reimbursement or expense on my grant?

All grant-related reimbursements must be reviewed by Grants Administration prior to being charged against a grant. Please send all reimbursements and Accounts Payable Vouchers to Grants Administration. If you are the PI of a grant, your reimbursements must be approved by the Associate Provost. Grants Administration will pass your reimbursement to the Associate Provost after it is reviewed.