Step 3.6: Post Award Changes

**Purpose:** To issue NOAs that reflect transfers of projects, PI Changes, No Cost Extensions and other significant changes and keep accounting systems current and up to date.

**Parties Involved:** Research Administrators (RA), Contract and Grants Specialist III, Vice President for Research (VPR), Principal Investigator (PI), Contract and Grants Accounting

**Steps in the Process (NOA Transfers):**

RA is notified by PI or Accountant that a transfer is needed.

- RA prepares the “Project Budget Transfer” form designating which funds are being transferred and into what account.
  - The RA sends the form to the C&G Accountant via GART for processing in PeopleSoft
  - A copy of the final NOA is filed in Questys and a copy provided to the PI

**Steps in the Process (PI Change):**

- RA is notified of Change in PI by various means (resignation letters from Dept/VPR/PI)
- RA submits official notification of PI change to agency and requests a new PI be assigned to the project. RA will submit documents as required by the agency for approval. Examples of required documents are biosketch, current and pending, copy of resignation letter.
- Once agency approval is obtained, the RA/Specialist will prepare the NOA through the Budget Tool as described below and send to C&G Accountant via GART for processing as per Step 2.5 Prepare NOA.
- Admin Assistant will update Questys/Rolodex to reflect “Change in PI”
- A copy of the final NOA is filed in the public folder “Scanned Proposals” and a copy provided to the PI

**Steps in the Process (No Cost Extension):**

- RA is notified by PI or Specialist III during closeout review
- PI needs to provide justification for No Cost Extension and time period.
- RA verifies with agency or NOA if in time to submit official request for NCE.
- Once agency approval is obtained, the RA/Specialist will prepare the NOA through the Budget Tool as described below and send to C&G Accountant via GART for processing as per Step 2.5 Prepare NOA.
- A copy of the final NOA is filed in the public folder “Scanned Proposals” and a copy provided to the PI

**Summary Description:** To keep all financial, systems, and files updated for transparency, clarity and efficiency.

Date: 03/17/2015
Process for NOA Changes

1. Download appropriate Budget Tool file and make changes needed

2. Award/Reject Screen
   - **Top third of screen**: Make changes and click Upload Award Info. If you are not adding funds, make sure the “anticipated total award amount” is set to zero.
   - **Middle third of screen**: Select which allocation you are amending.
   - **Bottom third of screen**: Select Edit existing allocation, Revised Allocation and make changes. Select Update allocation.
   - Complete NOA and rename from Revised Allocation (e.g. PI Change, No Cost Extension). Include notes in the NOA.
   - Attach NOA and supporting documentation in GART and send to Accountant for processing
   - Once completed, close GART and put a copy of the NOA in the “Scanned Proposals” folder for filing in Questys.

Date: 03/17/2015
## Notice of Award

### No Cost Extension

**To:** Joe Smith  
**C&G Accountant:** Research Administrator  
**Date:** 2/25/2015

### ORSP/Award Id: OR20000000
**Project Id:** 226111111A  
**CFDA # & Title:** 93.859 - Biomedical Research and Research Training

### PeopleSoft Budget Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fund Code</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>G6010</td>
<td>Faculty Salaries Academic (FAC_SALARY_L6)</td>
<td>G6170</td>
<td>$3,000</td>
<td>Domestic Travel (TRV_DOMESTIC L6)</td>
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<tr>
<td>G6020</td>
<td>Faculty Salaries Summer (FAC_SUMMER_L6)</td>
<td>G6180</td>
<td>$7,685</td>
<td>Foreign Travel (TRVL_FOREIGN L6)</td>
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<tr>
<td>G6030</td>
<td>Staff Salaries (STAFF_SALARY_L6)</td>
<td>G6190</td>
<td>$32,559</td>
<td>Participant Expenses (PART_EXPENSE L6)</td>
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<tr>
<td>G6040</td>
<td>Student Salaries (STDNT_SALARY_L6)</td>
<td>G6200</td>
<td>$16,143</td>
<td>Participant Travel (PART_TRAVEL L6 - NON F&amp;A)</td>
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<tr>
<td>G6050</td>
<td>Fringe Benefits (BENEFIT L6)</td>
<td>G6210</td>
<td>$16,143</td>
<td>Scholarships/Fellowships (SCHOL_FELLOW L6)</td>
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<tr>
<td>G6080</td>
<td>Capital Equipment (EQUIP_CAPITL L6)</td>
<td>G6220</td>
<td>$15,613</td>
<td>Tuition &amp; Fees (TUITION_FEES L6)</td>
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<tr>
<td>G6100</td>
<td>Consultants (CONSULTANTS L6)</td>
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<td>$15,613</td>
<td>Subcontracts &lt; $25k (SUBK &lt; 25K L6)</td>
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<td>G6120</td>
<td>Administrative Expenses (ADMIN_EXP L6)</td>
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<td>Subcontracts &gt; $25k (SUBK &gt; 25K L6)</td>
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<td>G6140</td>
<td>Other Direct Costs (OTHER_DIRECT L6)</td>
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<tr>
<td>G6145</td>
<td>Workshop/Seminar (WRKSH_SEMINR L6)</td>
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<tr>
<td>G6150</td>
<td>Rent &amp; Leases (RENT &amp; LEASE L6)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DIRECT COSTS** $75,000

**INDIRECT COST RATE:** 51.0 %  
**F&A Base:** $38,250

**TOTAL COSTS** $113,250