

Award Acceptance and Account Setup

Key: O = Ultimate Owner of the Process/Activity
P= Primary Contributor to the Process X = Contributor to the process

Award Acceptance	PI and/or Co- PI(s)	Dept /College Staff	OSPAN	ORSP	Grants Accounting	Others (Purchasing, A/P, Contracts, Legal Counsel, COI)
Receive sponsor's written intent to award a grant or contract and notify PI				O/P		
Request advance account	X	O	X	P		
Establish advance account in Muse		X	X	O/P		
Establish advance account in Workday					O/P	
Monitor advance account		X	X		O/P	
Receive Notice of Grant Award (NGA)				O/P		
Review NGA term and conditions, and compare award budget to proposal budget	X	X	O/P	X	X	
Cost share - Review for commitment from the proposal		X	O	P	X	
Review project for compliance approvals (e.g. IRB, IACUC, IBC, COI, Export Control) and request approval from responsible office or party if needed	X	X		O/P		X
Negotiate terms and conditions of the award/contract	X			O/P		O - General Counsel
Accept award terms and conditions award				O/P		
Accept terms and conditions contract				O		P - General Counsel
Account Setup						
Establish/update Award in Muse			X	O/P	X	X
Prepare modified budget to match NOA if award is different from the proposed budget	O	X	P			
Reconcile budget and complete Ancillary Review in Muse	X	X	O/P			X
Set up grant fund account in Workday					O/P	
Assign indirect cost rate schedule					O/P	
Set up cost share account in Workday					O/P	