

Notification of Award

If you receive a notice of an award or any contract paperwork, please forward it to the Director for Research Administration. Please note that faculty PIs are not authorized to sign or execute contract agreements. The ORA will process the award on behalf of the institution and work directly with the sponsor at this stage.

Expectations for Contract Execution

After the ORA does an initial review of the NOA and contract, the ORA will send the paperwork to the WCU Office of Legal Counsel for approval. This may take 1 – 2 weeks (or more) and may include additional negotiations and communications with the Sponsor. The Faculty PI will be updated on the progress of this step as needed.

Once the NOA/Contract has been approved, the contract will route for university signatures, and if needed, the PI signature (note: not all contracts require PI signature). The ORA will work with the Sponsor to fully execute the contract.

Once fully executed by WCU and the Sponsor, the ORA's Post Award Team will follow up with fund set-up information and schedule an award management kickoff meeting.

Expectations for Kickoff Grant Meeting

The Post Award Team will review and prepare a kickoff meeting for the faculty PI(s). The purpose of the kickoff meeting is to review terms and conditions, review and confirm budgetary information, and establish the responsibilities of all parties at WCU related to this grant award.

You will be added to a private digital workspace for this kickoff meeting and the long-term management of your award with the ORA. Be on the lookout for this invitation to your workspace via Microsoft Teams.

The private workspace will include all your award materials and resources needed for long-term management of your award and project.