Outline for Setting Up a Sponsored Award Account

1. Receipt of Award Notice

- **Review Award Documents**: Ensure all terms and conditions are understood; ORA leads the review and execution of contractual documents per [University Policy 62](#)
- **Match Award to Proposal**: Verify the award notice matches the corresponding proposal in InfoEd Grant Management System. Make necessary updates and revisions to budget documents to ensure alignment with award.

2. Initial Review and Approval

- **Compliance Check**: Confirm all compliance reviews (e.g., IRB, IACUC) are completed.
- **Approval of Contract:** Contract is reviewed and approved by the Office of Legal Counsel. Once approved, authorized signatures are attained from the Dean of the Graduate School and Research (see [University Policy 62](#))

3. Establish the Authorized Official

- **Sign the SFA Account Form**: Complete the Subsidiary Fund Authority (SFA) form, sent to PIs via Adobe Sign. The SFA will establish the PI as the Authorized Official on the award fund(s). Department Head and Dean approvals are also gathered on the SFA form.

4. Account Setup in Financial Systems

- **InfoEd Setup**: ORA Initiates the award setup in InfoEd. Budgets are confirmed and loaded
- **Push to Banner**: Ensure all budget lines are allowable and correctly assigned an account number. ORA coordinates with the Controller's Office on Banner account setup.

5. Budget Allocation

- **Prime Award Line**: Ensure the prime award line includes all necessary details.
- **Subaward Allocation**: If applicable, include both direct and indirect costs for subawards.
- **Sub-Accounts/Funds:** If applicable, establish the corresponding sub-accounts to track expenditures and ensure financial compliance (i.e., participant support costs accounts or cost-sharing accounts).

6. Final Approval and Activation

- **Quality Check and Final Approval**: ORA coordinates all quality check reviews on the account set up and budgets.
- **Activation**: Activate the account for spending once all approvals are in place.

- **Kickoff Meeting:** ORA schedules and coordinates with the PI a kickoff meeting to review the expectations for long-term management of the grant award. This is a mandatory meeting for all new awards.

7. Ongoing Management

- **Monitor Spending**: Regularly review expenditures to ensure compliance with the budget. Apply Cost Accounting Standards to the review and tracking of expenses
- **Reporting**: Prepare and submit required technical and financial progress reports to the sponsor according to the terms and conditions of the award.

This outline provides a structured approach to setting up a sponsored award account, ensuring all necessary steps are followed for compliance and effective management. If you need more details on any specific step, feel free to ask!

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