

## Post Award Components - PI, ORSP, Controller's Office

1. Award Notice Received
2. **Schedule** Kick-Off meeting
  - a. Hold meeting, PI, ORSP with Controller's Office
  - b. Review life process
    - i. NMU budgetary needs
    - ii. Award requirements
      1. technical/performance reporting schedule
    - iii. ORSP PR
  - c. Identify Next steps
    - i. **Request an Org Form**, Controller's Office **Est Org number (Kathy - send link)**
3. [Controller's Office est. financial reporting tool access](#) (Cognos)
4. **Begin project execution**
  - a. Managing Expenditures
    - i. Purchasing - handbook, policy, contact
      1. IT
    - ii. Hiring
    - iii. Contractual
    - iv. Travel
  - b. **Administrative Changes**
    - i. Subaward
    - ii. Performance/**Financial** tracking/reporting
    - iii. Budget Modifications / NCE