

ACCEPT & SET UP AN AWARD

Vermont State Colleges Office of Sponsored Projects

Step 1

Get Grant Agreement Signed

Grant agreements must be signed by your President, Dean of Administration/Chief Budget Officer, or other authorizing authority. (Follow your institutional process.) No work may begin on the project until the grant agreement is signed by the appropriate official.

Step 2

Complete *Form C: New Award Set-Up*

Within 30 days after being notified of your grant award, submit [Form C](#) to the Office of Sponsored Projects, along with a **signed** copy of the grant agreement. If the amount awarded differs from the proposed budget, include a revised budget.

Step 3

Receive Chart of Accounts Notification

When the Office of Sponsored Projects receives the grant agreement and Form C, a chart of accounts will be set up for the grant. You will be notified of the new chart of accounts within 5 business days.

Step 4

Submit PAFs *(if applicable)*

If your grant involves personnel costs, you will need to work with your HR office to submit a Personnel Action Form for each person. This will get everyone set up so that their time can be charged to the grant.

Step 5

Inform grant-funded staff about time and effort documentation *(if applicable)*

Salaried staff need to complete quarterly time and effort attestations, which the Office of Sponsored Projects will coordinate. Hourly employees will enter their time in the UltiPro payroll system, using the GRANT HOURS function.
