Post-Award Procedures Manual

Welcome to the Post-Award Procedures manual, maintained by the
Grant Services & Analysis Office, a unit of the Medical School
Office of Research.

This manual represents expectations for providing faculty support
for sponsored project post-award management in the University of
Michigan Medical School. It is designed to serve the sponsored
project post-award community and is based on the utilization of stan
dardized procurement and the Real-Time Financials (RTF) toolkit
which is endorsed by the Medical School for sponsored project
management, analysis & reporting.

Supporting faculty in the pursuit and
conduct of research

The primary goal of research administrators is to support faculty in
the pursuit and conduct of research. In this manual you will find
Medical School post-award policies, procedures, best-practices and
resources as well as information about streamlined post-
award processes that integrate the concepts of exception-based
reconciliation and a paperless environment by leveraging:

- MReports for reporting
- eReconciliation for verifying project grant financial transactions
- Unit Defined Commitments (UDC’s) for entering and documenting encumbrances not accounted for by a central system
- Document Imaging (previously known as WebNow) for document imaging
- The Forecasting Template by Project Grant for long term budget planning for projects

The primary goal is to provide Single Administrative Point of Contact (SAPOC) and other research administrators resources for effective faculty support
through accurate management of projects and funds throughout the following stages of the project grant lifecycle:

- Award Notification
- Project Set-Up
- Project Management
- Reporting & Analysis
- Project Close-out

RESOURCES

The Office of Research and Sponsored Projects (ORSP) enables and safeguards the conduct of research and other sponsored activity for the University of
Michigan. ORSP applies specialized regulatory, statutory and organizational knowledge in a timely and professional manner in order to balance the
university’s mission, the sponsor’s objectives, and the investigator’s intellectual pursuits.

Sponsored Programs manages the financial post-award activities of the University of Michigan’s research enterprise and other sponsored activities to
ensure compliance with applicable federal, state, and local laws as well as sponsor regulations.

Uniform Guidance Subpart D (200.300 - 200.345) - Post Award Requirements

Questions? Contact msgrants@umich.edu or call 734-763-4272.

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