Pre- and Post-Award Flowchart

	Initial/Pre-Award Administration	Post-Award Administration	Award Close Out
Principal Investigator (PI) and Business Operations Center (BOC) or Unit Business Manager	PI prepares proposal → Award	BOC monitors account(s); BOC processes transactions submitted by PI; PI/BOC review ledgers → PI submits final transactions, follows up on subcontracts, reviews ledgers, and if necessary, requests cost transfers	PI prepares and submits final technical report or progress report
Office of Contracts and Grants (OCG)	Review and approve proposal → Negotiate award terms and conditions → Distribute award	Issue subcontracts and/or amend award	
Sponsoring Agency	Send regret notice to PI ← Fund or deny proposal?	Review reports and submit payment	Review final reports
Contracts and Grants Accounting	Establish Project and Award in AE Set-up Budget	Prepare and submit fiscal reports and invoices / Post subcontracts and amendments to ledgers / Notify PI and BOC/unit Business Manager of end of project	Prepare final financial report and final invoice