# TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: AWARD MANAGEMENT

- ❖ Adapt HOM 10 – Award Management
- ❖ Write SOPs and adapt all forms
- ❖ Adapt GIM 02 – Acceptance of Sponsored Program Awards and Fiscal Compliance on Sponsored Program Accounts (Budget Numbers) (see below under Resources)

## TRANSITION OF CURRENT GRANTS FROM UW TO NEW ENTITY

- ☐ **Must be eligible to receive the award according to the FOA including documentation of organization type**
- ☐ Must affirm willingness to accept grant from UW
- ☐ Must request sponsor approval in conjunction with UW
- ☐ **Identify the new entity's "authorizing official"**
- ☐ **Select new key personnel including project, finance and administrative authorized officials. Seek prior approval of new key personnel.**
- ☐ **Must be registered to receive US funding, Grants.gov, SAM.gov, DUNS, set up in PMS**

## GRANT ADMINISTRATION SYSTEMS DEVELOPMENT

**Pre-award tasks:**

- ☐ Develop decision making process for pursuing opportunities, to include designated "authorized official" commitment for the organization (the process should be streamlined especially if it requires board approval)
- ☐ **Develop process for Sub-award selection and cost reasonableness review, prior to submission**
- ☐ **Create budget templates and budget development and approval process**
- ☐ Develop timeline for building proposal components, working backwards from deadline
- ☐ **Develop standard allocating method for costs across multiple awards and standard documented rates (e.g. rent, utilities, phone costs, etc.)**
- ☐ **Develop process for development, review, and approval of technical and financial proposal. Routing process should ensure that proposals are reviewed for compliance with federal rules. Establish email address and contact for final proposal submission.**
- ☐ **Develop process for review, approval, and submission of human subjects review when required**
- ☐ **Develop an organizational conflict of interest policy and, if receiving PHS funds (CDC, NIH, HRSA) a financial conflict of interest policy and disclosure system. Provide financial conflict of interest training for principal investigators.**
- ☐ **Assure that award administration and finance staff at a minimum are trained on budget/grants management USG rules and regulations to include but not limited to reasonable, allowable, allocable and consistently treated concepts**

- ☐ Prepare to develop an indirect rate for foreign NGOs.
- ☐ **Development and implementation of USG/USAID standard policies and processes for monitoring compliance with those policies that may be included in grants terms. For example: Whistleblower protections, having a drug free workplace policy and distributing that information to staff working on projects, maintaining a policy in compliance with the "Public Health Security and Bioterrorism Preparedness and Response Act". (UW is usually asked to affirm these things for us or accepts them when they accept the award)**

**Post-award tasks:**
- ☐ Develop process for award review, negotiation, and acceptance
- ☐ Communicate the award to the community as needed
- ☐ Inform relevant personnel, including management and finance staff, of the award
- ☐ **Identify staff and process for liaising with sponsor administrative arm and submission of prior approval requests**
- ☐ **Identify staff to lead post award grant compliance monitoring and training of other staff**
- ☐ **Identify staff and process for tracking, certifying, and submission of programmatic activity reports and annual continuations**
- ☐ **Identify staff to arrange and lead annual "single" audit and submission to sponsor and USG clearing house**
- ☐ **Identify staff to submit annual certifications and assurances**
- ☐ Establish a process and checklists for closing awards including timely submission of required reports (see below under Resources)
- ☐ Put a delegated signature authority policy in place. Levels of approval delegated from the Principal Investigator as needed to accept sponsored funding, perform financial transactions, and communicate with sponsors
- ☐ Establish a system for tracking and certifying faculty effort when required

## RESOURCES
- HHS Grants Policy Statement (on intranet)
- 2 CFR 200—Uniform Administrative Requirements, Cost Principles and Audit Requirements for **ALL FEDERAL AWARDS** (on intranet)
- 45 CFR 75—Uniform Administrative Requirements, Cost Principles and Audit Requirements for **HHS AWARDS** (on intranet)
- Humentum 3-day workshop: USAID Rules and regulations: Grants and cooperative Agreements: www.humentum.org
- Grants.gov Grants learning Center: www.grants.gov/web/grants/learn-grants.html
- Closeout Plan (on intranet)
- USAID Indirect Rate Guide for Non-Profit Organization: https://www.usaid.gov/work-usaid/resources-for-partners/indirect-cost-rate-guide-non-profit-organizations