



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit the [OGCA website](#).

## Understanding Award Terms

The Office of Grants and Contracts Administration (OGCA) is responsible for reviewing, negotiating and accepting the award. As the individual primarily responsible for the project, the principal Investigator (PI) must also carefully read the award terms and conditions.

Specifically, the PI has the following responsibilities regarding the award:

1. Scientific integrity and management of the project
2. Financial management of the project funds
3. Adherence to all University policies
4. Adherence to agreement term and conditions including:
  - a. State and federal policy and regulations (law)
  - b. Reporting
  - c. Record keeping requirements

Because award agreements are often dense, OGCA has prepared the following tips for understanding the award terms and conditions:

- Review each award carefully as not all awards from a particular sponsor or even funding program are identical
- Identify and note important terms, such as:
  - Start date for spending
  - Reports, deliverables, invoicing, prior approvals and deadlines
  - Award restrictions, including anticipated vs. obligated funding
  -
- Determine when to make requests related to:
  - Post-award changes such as the budget, scope of work, performance period and project personnel
  - Prior Approval: Pre-award spending (i.e., spending before an Award is executed)

For additional Information visit the [Office of Grants and Contracts Administration](#).