

General Guidelines for Award Set-up Process

1. OSP Pre-award staff receives award notice, reviews, sends email to DRA/Svc. Ctr. requesting a PAN budget, in PS account codes, for the set up

a. If dept. receives NOA they must notify their pre-award rep to begin set-up process

**The PAN budget template can be found on the OSP website at bc.edu/osp, click on Assistance Documentation & Forms, scroll to Forms, under Award Management Forms, select 51x-Budget Template*

2. DRA/Svc. Ctr. completes the budget, reviews fringe rates and IDC rates for accuracy, and returns to OSP pre-award

a. Be aware of payroll deadlines, link below:

<https://bcwiki.bc.edu/display/ITSHR/Payroll+Information>

OSP Receives Complete and accurate budget, along with fully approved Proposal Transmittal Form

OSP Award Set-up 10 business days timeline begins here

3. OSP Pre-award receives budget, gathers award documents, begins their sections of the Proposal Initiation Form (PIF), then emails OSP Post-award to complete their portion of the PIF **(3 days)**
4. OSP Post-award receives PIF and award documents, completes PIF by adding any additional payment and milestone information, then emails package to OSP Award Set-up **(2 days)**
5. OSP Award set-up receives request and completes set-up **(5 days)**

PLEASE NOTE:

****PI's can create and utilize advanced accounts more****

Additional Helpful forms:

Advanced Account Request Form

https://www.bc.edu/content/dam/files/research/osp/Advance_Account_Request_Form.pdf

Advanced Account Form Guidance

<https://www.bc.edu/content/dam/files/research/osp/AdvanceAccountFormGuidance.pdf>

Account Codes Crosswalk

<https://www.bc.edu/content/dam/files/research/osp/HandyAccountReference.pdf>

Cost Sharing Approval Form

https://www.bc.edu/content/dam/files/research/osp/Cost_Sharing_Approval_Form.pdf

Cost Share Guidance

https://www.bc.edu/content/dam/files/research/osp/Cost_Share_Guidance.pdf