Office of Research Services: Post-award

Danielle Andres, Manager, Post-Award

DALHOUSIE UNIVERSITY

Acknowledgements:

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.
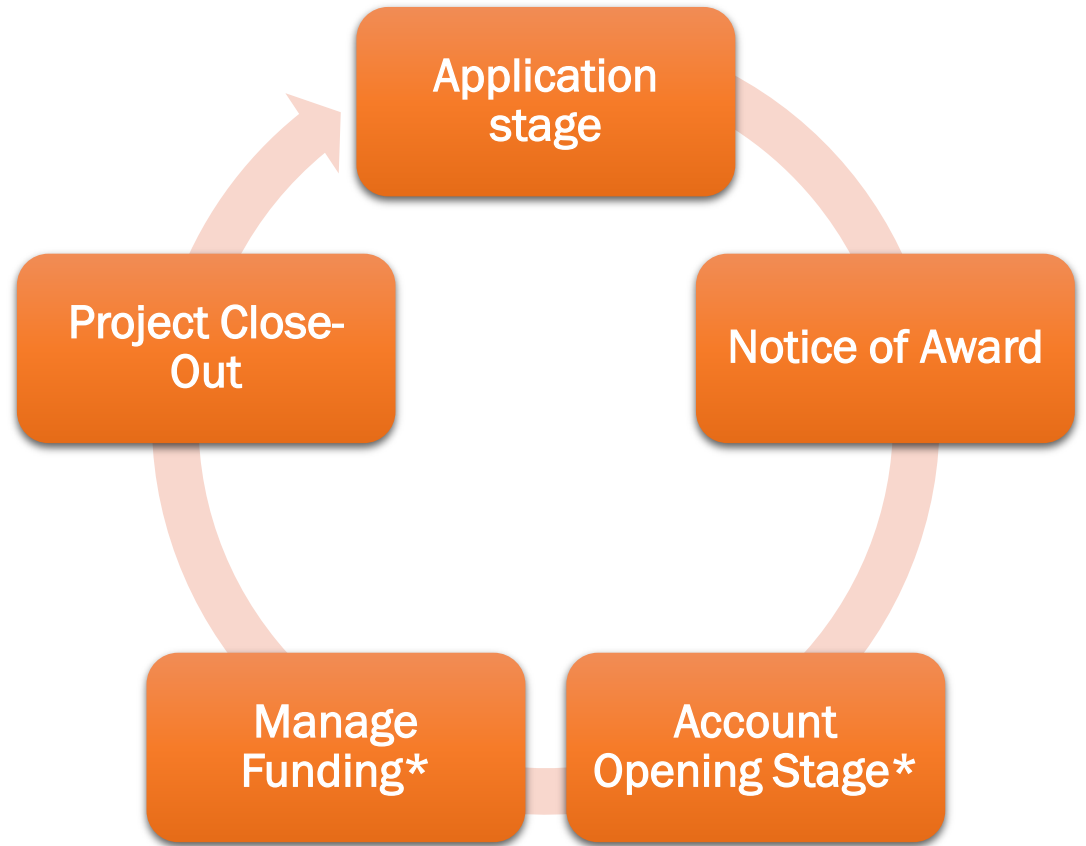
ORS, Post-award team

- **Manager, Post-Award**

- **Research Grants Officer:** Architecture & Planning, Computer Science, Engineering, FASS, Law, Management, Science

- **Research Grants Officer:** Dentistry, Health, Medicine

- **Research Officer and Animal Care Coordinator:** Agriculture, Mitacs (except international), MEOPAR, OFI, and OTN

orspost@dal.ca

Research Award Lifecycle

Post-Award: What we do

- Authorize research account opening for grants and contracts
- Facilitate incoming transfers of grant funds
- Facilitate outgoing transfers of grant funds and sub-contracts
- Assist with amendment requests
- Conduct an annual compliance review of all Tri-Agency-funded projects

NB. Post-award administration of awards from international funders and institutional awards (e.g. CFI) is managed by the Institutional & International unit of ORS.

Account Opening Process

ORS receives the Notice of Award/Agreement*

RGO (grants) or RCA (contracts) checks ROMEO file for all required info and documents

RGO reviews NOA/grant agreement** and supporting documents (RCA reviews contract agreements prior to submission to ORS Legal)

RGO sends "Ok to Open" email to FS

FS opens research account and provides account number to PI

*If you receive an NoA directly from the funder, please send it to orspost@dal.ca
** Some grant agreements also require legal review and institutional signature

What we need to request account opening

- Approved Investigator Checklist (submitted through ROMEO)

- NoA and/or finalized agreement

- Final application including budget (as submitted to the funder)

- Copies of any required certifications (i.e., human ethics, animal care, biosafety)

- Confirmation of any required matching funds and/or in-kind contributions

- For internal awards only: FSRAA

Managing Awards: Transfers of grant funds and sub-contracts (outgoing)

PI submits request through ROMEO "events" linked to existing award

Required supporting documents: sub-site SoW, budget, contact info

Grants: RGO drafts the Transfer of Funds letter (TOFL) and facilitates institutional signatures

Contracts: ORS Legal drafts the sub-award

RGO asks FS to transfer funds to partner institution

Managing Awards: Transfer of Funds Agreements (incoming)

PI submits a ROMEO Investigator Checklist (IC) with the transfer of funds agreement attached

Required supporting documents: SoW, budget, any certifications

RGO reviews agreement and supporting docs and facilitates legal review and signatures (if applicable)

Managing Awards: Grant amendments

Examples of when an amendment may be required:

Change in project team members

End date extension

Funding deferral

Termination of a grant

Budget change

PI should contact ORS for assistance in submitting amendment request to the funder

If PI receives an amendment directly from the funder, it should be sent to ORS (via email) for review and processing

Questions?

Danielle.Andres@dal.ca