

Post-Award Information Sheet
Research and Sponsored Programs – 438-2528
Campus Box 3040

- ❖ Sign and return Institutional Agreement for Externally Sponsored Projects to Research and Sponsored Programs, Campus Box 3040.
 - After the agreement is returned you will receive notification of the **account numbers** for payroll and the Datatel system from RSP.
- ❖ Does the grant provide for **salaries or release time** for current or new faculty, staff, or graduate assistants? The fiscal agent and/or PI are responsible for notifying Human Resources of any salary payments to be made
 - Contact Human Resources (438-8311 or hr@illinoisState.edu)
- ❖ Is there any piece of the project being **subcontracted** to another institution or individual?
 - Complete the “Subcontractor Information Form” available on the RSP website <http://www.rsp.ilstu.edu/forms/>
 - Send this form to Janis Swanton in the RSP office (jswanton@ilstu.edu - Campus Box 3040).
- ❖ The individual designated as the **fiscal agent** will receive monthly reports through Datatel. They are responsible for reviewing and ensuring all expenditures are accurate, authorized and appropriate. Fiscal agents must be full time faculty/staff.
 - It is also the responsibility of the fiscal agent to request the transfer of funds between line items as allowed to cover expenses. Budget transfer forms are available on the web <http://www.policy.ilstu.edu/forms/budgtranR.pdf>.
- ❖ Please review the attached Agreement carefully for reporting requirements, budget information, scope of work, the time period covered by the Agreement, and all other terms and conditions governing this project.
- ❖ Note the dates of **reporting** to funding agency:
 - **Narrative annual/final reports** - provide to RSP for proof of reporting and delivery for the sponsored project file.
 - **Financial Reports** - The Grants Accounting Staff are responsible for financial reporting. They will contact you with any questions regarding completion of financial reports. Please be advised that any financial reports you submit yourself must be reviewed by Grants Accounting before being released to the granting agency.
- ❖ **Indirect costs** will be accumulated as money is spent from your grant account. Of those funds accumulated, 23% will be distributed to the project investigator’s department or unit, and 24% to their college. Per University Policy, the project investigator is entitled to 3% of the departmental portion.
- ❖ If you believe you will require an **extension** in order to complete your project, please contact RSP approximately ninety days prior to the ending date of the agreement.
- ❖ The University maintains an ownership interest of **inventions or copyrightable works** created in whole or part through external funds administered through the University unless otherwise agreed in an authorized written agreement. For questions, please refer to Illinois State University’s Intellectual Property Policy 4.1.10 or call Kevin Wiand in the RSP office at 438-2596.
- ❖ Illinois State University is obligated to assure all research activities are conducted in **compliance** with state and federal regulations including those for research involving: human subjects, animals, biological safety, use of toxic chemicals, management of hazardous waste, and radiation safety.
 - Contact Research Ethics & Compliance (438-2529) if have questions regarding your responsibilities under any of these regulations.
- ❖ The University is required to **maintain records** of sponsored activity for a minimum of five years. The PI is responsible for the records of research and educational activity, including, but not limited to, raw data, graphs, charts, video tapes, signed informed consent documents.
- ❖ Contact the Comptroller’s Business Office for **fiscal issues** such as:
 - Spending funds, processing invoice vouchers, etc.....438-5674
 - Monthly expenditure or available funds reports, fringe benefit estimates and charges, payroll account numbers, etc.....438-3291
 - Financial reporting requirements and preparation, cost share/ matching, payments received from grantors, subcontract payments, etc.....438-5694