The following Award Management functions have transitioned from the Office of Sponsored Research Services (OSRS) to Sponsored Projects Accounting (SPA):

- Research Management System (RMS) award intake/distribution process.

- Compliance verification (must be completed and current prior to account set-up).

- Review and acceptance of awards that require WU signatures/electronic submission.
    - These are awards that are **not** negotiated by the Joint Research Office for Contracts (JROC) but need to be signed by WU.
    - SPA has been given Institutional Signature authority to accept and sign awards.
    - As necessary, SPA will send certain grants with legal terms to JROC for review before signing.
    - Awards requiring PI signature will be sent to the department for review and PI signature first. SPA will provide Institutional signature last.
    - Once the award is fully signed by WU, the agreement is sent to the department to forward to the sponsor.
    - Some awards require sponsor signature after WU has signed.
    - A sponsored fund will NOT be created until we have a fully executed/signed agreement.

- Account profile/fund set up.

- Post Award letter processing (ie: No Cost Extension (NCE) requests, Carryover requests, PI transfer out, etc….)
    - SPA has Institutional signature authority to sign letters.
    - The department should include a signature line for SPA.
    - The SPA individual signing the letter will add their name and title upon signing.
    - SPA will provide Institutional signature last.
    - Once the letter is fully signed by WU it is sent back to the department to forward to the sponsor.
    - See Prior Approval Letter Matrix for guidance regarding letter content, signature, etc…

- Electronic submission of NIH/DHHS Post-award Prior approval requests, NCEs, Relinquishments and Fellowship Activation forms via eRA Commons/email submission

- Processing of Post-award forms (ie: ACE, Allocation, Cost share, Equipment Transfer Out, Program Income, Project Activation Request) These forms are available under "Forms" on the Financial Services website at: https://financialservices.wustl.edu/forms/

- Processing Closeout documents including Final Invention Statements

The following Award Management Function has NOT yet transitioned from OSRS to SPA:

- Electronic submission of NSF NCEs, Rebudgeting, PI transfer out requests via Research.gov/Fastlane (will transfer in future)

The following Award Management Function will not transition from OSRS to SPA:

- Processing of all scientific reports/providing Institutional signature

Note: This document and the Prior Approval Letter Matrix can be found on the SPA website under Award Management.
https://financialservices.wustl.edu/
Financial Services -> Topics -> Sponsored Projects Accounting
Financial Services -> Office and Contacts -> Sponsored Projects Accounting
Financial Services -> Forms (forms are in alphabetical order for SPA & other office that fall under Financial Services.