UNIVERSITY OF MIAMI
SPONSORED PROGRAMS POLICIES AND PROCEDURES

Section D: Award Acceptance
Policy D3: Notification and Acceptance of Award

PURPOSE:

To establish a policy and procedure for control of sponsored award notifications to ensure proper and timely acceptance of sponsored program funding awards and subsequent modifications and notification to appropriate university offices and staff.

DEFINITIONS:

Award: An executed grant, contract, or cooperative agreement. See Sponsored Programs Policy/Procedure A1, “Accepted Award Types” for additional information on types of awards.

Notice of Award: A sponsor’s written notification of acceptance and intention to fund a grant application or proposal.

Acceptance: Action that conveys agreement by the sponsor and the university to the terms and conditions of an award document. The action is defined by the sponsor. For example, the Public Health Service (PHS) considers acceptance to occur when funds have been expended for grant purposes. Other sponsors may require signing of a grant acceptance letter. Contractual agreements for all sponsors are accepted by signing the agreement.

POLICY:

All notifications of award or rejection, or correspondence concerning the status of a proposal, no matter where they are received within the university, will be sent immediately to Research Administration (Pre-Award Office) (RA) on the campus of the principal investigator (PI) for proper handling and distribution.

REFERENCES:

PHS Grants Policy Statement

PROCEDURES:

Notification of Award

1. The university recipient of a notice of award, whether the recipient is the Office of the President, the Office of the Vice President for Business and Finance, the Office of the Controller, or the PI, will immediately forward the original to Research Administration (RA).
2. Upon receipt of the award notice, the document will be stamped by RA for recording purposes and as an indication to other offices and individuals that the award has been properly received. When acceptance is required, RA will obtain the proper signature(s) and send in the acceptance. (See below for detailed procedure on Acceptance of Award).

3. RA will be responsible for the distribution of the award notice to the proper offices and individuals (original to Sponsored Programs (SP) - Financial Administration for the official file, copies to the PI/departmental administration.

4. Contracts, wherever received, will be immediately forwarded to RA for review, negotiation, and signature. Fully executed contracts will be distributed as shown above.

Acceptance of Award

1. For grants - RA will ensure that any acceptable documentation requested by the sponsor in the notice of award is completed and submitted on a timely basis.

2. For contracts - the following steps will be followed:
   - RA will ensure that the unexecuted contractual award document has been reviewed by the PI, who is responsible for the contracts scope of work and acceptance of a timetable and deliverables, if any, which are included in the contract.
   - RA will review all contract terms and clauses for compliance with university policies.
   - If RA has any questions concerning the terms and conditions, it will consult with the university’s General Counsel Office, Human Subject Research Office, Controller’s Office, Technology Transfer, Risk Management, and other university offices as required for resolution before signing on behalf of the university.
   - When all questions are resolved, the signed document will be returned to the sponsor. Normally, two copies of such documents will bear original signatures of both university and sponsor officials. At least one fully executed copy is retained by the sponsor and one by the university at SP Financial Administration.
   - RA will be responsible for distribution of the fully executed contract, as outlined above.