

## **PI and Project Staff Post Award Responsibilities**

1. Review yearly notice of award with Melody Delfosse.
  - Know your project end dates and due dates for project reports
  - Know grant award terms of agreement
  - Verify whether or not the original subaward/consortium budget amount has been adjusted.
2. Meet monthly with Melody to go over the university budget reports from fund accounting.
3. Prepare progress reports and final report.
  - Watch email for reminders from NIH which go to PI and Office of Research Affairs.
4. No cost extension:
  - At the last progress report (1 year before grant is over) contact Darlene Chatmon for no-cost extension information.
  - One month prior to the grant's end date- submit no cost extension (See Darlene Chatmon for assistance.)
5. If any issues arise during the course of the grant please feel free to always contact Darlene Chatmon or JoEllen Wilbur for help.
6. Know due dates for all IRB requests (monitor email from IRB alerting to due dates).
7. Comply with NIH public access policy – submit final peer-reviewed journal manuscripts to PubMed Central upon acceptance for publication (see Darlene Chatmon for guidance).

### **Important Contact Information**

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