

Document Title: Award Acceptance Business Process for Grant Award Agreements (GAA)

Original date: December 1, 2018

Date Revised: August 13, 2021

Next Revision/Review Date: July 1, 2022

Megan G. Marks, Ph.D.

Assistant Vice President, Sponsored Programs Administration

Office of Business Affairs

Various sponsors require specific documentation to be completed and signed off by the Institution before releasing the award. Generally, the documentation will include basic contact information of the PI, institution, and terms and conditions of the award. After a proposal has been selected for funding, the grant award documents/agreement will be forwarded to the PI and/or institution for review and acceptance. Once reviewed and all signatures are in place, the documents are returned to the sponsor and the award can officially be activated by setting up the Chart of Accounts (COA).

The Business Process is as follows:

1 - The grant award agreement will be received by the PI and/or institution via email or mail.

- If sent directly to the PI, the department is responsible for completing the documentation and entering it into eAgreements as a Grant Award Agreement (GAA) for review and signature.
- If sent to SPA, it could be received by the AOR, Research Proposal Analyst or via the general research grants mailbox (grants.mgt@utsouthwestern.edu). The award agreement will be forwarded to the PI/Department for entry into eAgreements for review and signature.

2 - The Contracts Specialist will review the agreement and provide feedback in eAgreements. If any terms and/or conditions are discovered that the institution cannot accept, the Specialist will work with the sponsor to modify the terms and conditions to ensure they are acceptable to the institution. Once negotiations are finalized, the revised award agreement will be issued. Upon receipt of the revised award agreement, the Contracts Specialist will review to ensure all items have been addressed. If there are no additional concerns, the final agreement will be routed to the AVP for signature.

- Exceptions: due to the nature of the terms and conditions (very limited and standard), award agreements for American Heart and The Welch Foundation **should not** be entered into eAgreements but forwarded directly to the Proposal Analyst for processing.
- Generally, we provide wet signatures. However, some sponsors may not require wet signatures and will accept scanned signatures or DocuSign. Please read the sponsor instructions to determine the required and/or preferred method. If it is unclear as to what is required/preferred, obtain wet signatures.

3 - Once signatures are obtained and the agreement is fully executed, the Proposal Analyst or Contracts Specialist will do the following:

- Upload to any sponsor websites (if applicable)
- Email a copy to Grants.mgt@utsouthwestern.edu

4 - Outreach will upload the signed award letter/agreement to eGrants and execute the "Assign NOA to RAA" activity. The documents will be forwarded simultaneously with the assignment of the eGrants FP to the RAA (eGrant State: Award Ready for Setup)

5 - The signed grant award documents can be returned to the sponsor by several methods. All sponsors vary, so it is imperative to read the documents to determine the transmittal method required by the sponsor. The various methods include:

- Department sends agreement via mail.
- Shared Services Admin sends agreement via mail
- Proposal Analyst or Contracts Specialist sends agreement via email or mail.
- SPA uploads agreement to sponsor website

Agencies that Issue Grant Award Acceptance Agreements, include but are not limited to:

American Heart Association (AHA)
Brain & Behavior Research Foundation (NARSAD)
Cystic Fibrosis
Dermatology Foundation
Foundation of the ASNR
Howard Hughes Medical Institute (HHMI)
Leukemia Lymphoma Society
Muscular Dystrophy Association (MDA)
National Multiple Sclerosis Society (NMSS)
National Aeronautics and Space Administration (NASA)
National Space Biomedical Research Institute (NSBRI)
Society of Interventional Radiology Foundation
Welch Foundation