Office of the Vice President for Research
Standard Operating Procedure

Externally Funded Grant Continuations and Renewals
#1025
Effective Date: 01/01/2019

I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle externally funded grant progress reports and renewals. This process will promote a consistent approach and understanding to ensure all externally funded grant progress reports and renewals are handled the same way throughout the GO Centers.

II. Introduction
Progress reports and renewals of awards come in different forms. Each sponsor has specific requirements and forms to complete, making it imperative that the PAS carefully review the instructions provided by the agency before proceeding with a progress report or renewal.

III. Procedure
Progress Reports
The PAS works with the PI to ensure progress reports are completed and submitted. For non-financial progress reports, the Principal Investigator (PI) must complete the narratives required for the report. For some agencies, the PI may submit the report. For other agencies (NIH in particular), the AOR must submit the report. The PAS ensures the report is either submitted directly to the agency or is completed and given to the AOR to submit. Institutional review and approval is required before submission to sponsor by AOR.

If a financial progress report is required, Sponsored Programs Accounting (SPA) will complete the report, particularly when invoices and detailed expenditures are requested. If financial reports are brief and required few details, the PAS may prepare the report and attach the report as a related document in eRS for SPA to review and approve. Once SPA approves, the PAS may submit the progress report to the agency or ask the AOR to do so when necessary.
Renewals
All renewals are processed the same way as an incoming notice of award. A new fund number request is based on notice of award (NOA) carryover requirements. Like progress reports, there may be variation in requirements by agency. If SLU is the prime recipient on an NSF or NIH award, a notice will be provided of the next funding period, and no further action will be necessary at that time for the renewal. If the renewal is for a contract, then Contracts will process, unless the contract is with a Federal Demonstration Partner (FDP), in which the PAS can process. Finally, the PAS may need to submit for carryover (see no cost extension and carryover request SOP). The agency should have stipulated carryover regulations in the original contract.

Execution of Continuation and Renewals
Once a PAS receives a notice of an additional year of grant funding, s/he will follow the Notice of Award SOP to create the current year’s funding request.

IV. Version History

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