I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) process a notice of award (NOA) and setup an external grant fund in eRS. This process will promote a consistent approach and understanding to ensure all NOAs are handled the same way throughout the GO Centers.

II. Introduction
The receipt of an NOA begins the post-award portion of the grant life-cycle. PAS are responsible for processing the NOAs and setting up the pending and/or active funds. By putting all NOAs and accompanying documents into one related document in eRS, the PAS assists the PI, Sponsored Programs Accounting (SPA), Contracts, AORs, and any other party that may need to review these documents.

III. Procedure
Federal NOA
An NOA typically arrives via Grants@slu.edu and is then distributed to the appropriate PAS, but it may come to the PI, Contracts, or SPA and then be distributed to the PAS. For a federal NOA, the PAS creates a related document in eRS and uploads the award to that related document. The PAS should check the NOA to see if an AOR signature is required and if it is, to solicit the AOR signature. The PAS then creates a “New Award” in eRS, entering all relevant information from the NOA. The NOA is uploaded along with any attachments as needed and submitted as a related document for review. Any correspondence between the sponsor and PAS should be kept in the same related document as the NOA.

After the award line is updated, the PAS can then move to the fund and budget request. A pending fund can be setup before the award is fully executed. The PAS needs assurance that the award will happen before creating a pending fund, but that assurance is not required to be in the form of a partially executed agreement (PEA).
Once a fully executed agreement (FEA) is obtained, the PAS will then create a fund and budget request in eRS and submit to SPA to setup an active fund.

PAS and institutional reviews of NOA project materials (dates, amounts, scope of work, etc.) need to be performed before institutional approval will be given.

**Non-Federal NOA**
For NOAs received from industry, private foundations, or elsewhere, the PAS creates a related document in eRS, uploads the NOA, and then adds Contracts to the review and approval line. Contracts is notified of the NOA and is responsible for executing SLU’s portion of the contract. Once an FEA is received from Contracts, the PAS will upload the FEA to the same related document as before and will then reach out to the PI to discuss and/or develop the budget. After discussing the budget with the PI, the PAS will then update the award line and submit a budget request.

PAS and institutional reviews of NOA project materials (dates, amounts, scope of work, etc.) need to be performed before institutional approval will be given.

### IV. Version History

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<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<td>01/01/2019</td>
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<td>Initial Version</td>
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