**Sponsored Research Administration** *May 3, 2024*

Procedures for Award Notifications

*Procedure for Notifying Principal Investigators of New Awards and Amendments*

Sponsored Research Administration (SRA) strives to set up sponsored projects in an efficient manner, while ensuring Principal Investigators (PIs) are informed about award requirements. The procedure for accepting new awards and amendments includes informing the PI of the receipt of an award, and its accompanying terms and conditions.

The PI is responsible for reviewing award documents to identify any inaccuracies and familiarize themselves with award requirements. The PI should notify SRA of any inaccuracies or questions about award requirements expeditiously, but before spending begins. While the PI reviews the award, SRA will proceed with project setup activities.