Receiving an Award

Award negotiation is the scope of activities between proposal submission and the acceptance of an award by the University of Southern Indiana. The award mechanism (grant, cooperative agreement, contract, etc.) and the sponsoring agency will determine the length and complexity of the negotiation process.

OSPRA negotiates and accepts all awards and contracts for the university. Any grant application or contract not routed through OSPRA for internal approval prior to submission will be denied and funding returned to the agency.

Any time a sponsor requests or requires a change in the originally proposed budget or project, the PI/PD should notify OSPRA and coordinate a response through their USI grant administrator before submitting a revised budget or project.

Notices of award (letters, checks, etc.) and award packages are often sent to offices other than OSPRA. It is very important that when a PI/PD receives a notice of award or an award package that it be delivered immediately to OSPRA.

Common Names for grant contracts:
- Grant agreement
- Contract
- Cooperative agreement
- Memorandum of Understanding (MOU)
- Memorandum of Agreement (MOA)
- Participating agreement
- Sub-contract/ Sub-award

Upon the receipt of an award, OSPRA reviews the agreement to ensure accuracy and compliance with federal and university policy.

After an award is accepted and an agreement executed by OSPRA, OSPRA will notify the Controller’s Office to request the creation of a grant fund.

All payments to USI, including income related to grants and contracts, should be sent directly to the Bursar’s Office. Grant funds which are routed elsewhere on campus by a granting agency should be delivered immediately to the Bursar’s Office in the lower level of the Orr Center in accordance with the university cash handling policy. (Reference section F.10 of the University Handbook.)