Project Lifecycle

Need assistance with grant/contract funding? Please see the details for the Sponsored Project Life Cycle below.

Pre-Award

This includes budget review, proposal review and submission, sponsor communication, and other tasks included in applying for state, private, and federal funding. For questions, please contact the Pre-Award team at preaward@odu.edu.
Pre-Award Tasks

- Proposal Budget Preparation – Principal Investigator

- Proposal Budget Review and Approval – Pre-Award administrator

- Proposal Submission – Pre-Award administrator

Post-Award

This includes post-award compliance responsibilities including requesting prior approvals, setting up projects, ensuring charges are allowable, monitoring and approval of expenses, and closing out projects. For questions, please contact the Post-Award team at rfawards@odu.edu.

Post-Award Tasks

Grant/Contract Acceptance – Post-Award administrator

Change of Principal Investigator – Post-Award administrator

Award and Grant ID Setup – Post-Award administrator

Requesting a Budget Revision – Post-Award administrator

Budget Revision – Post-Award administrator

Award Budget Setup – Post-Award administrator

Expenditure Review and Approval – Post-Award administrator

Grant Budget Monitoring – Post-Award administrator

Grant Financial Questions – Post-Award administrator

Correction of Unallowable Cost – Post-Award administrator

Request a Cost Transfer – Post-Award administrator

Closing out an Award – Post-Award administrator

Grants Accounting

This includes all financial responsibilities including purchasing, invoicing, payroll, and financial reporting. The ODU Research Foundation utilizes a centralized contact point for grants administration so many grants accounting processes will flow through the Post-Award administrator for resolution. For questions, please contact the Director of Finance and Administration or the Controller at rfawards@odu.edu.

Grants Accounting Tasks

- Cost Transfers – Post-Award administrator

- Submission of Purchase Requisitions – Purchasing Specialist (rfPurchasing@odu.edu)

- Submission/Payment of Invoices – Accounts Payable Specialist (rfInvoices@odu.edu)

- Project Billing and Receivables – Post-Award administrator

- Submission of Financial Reports – Post-Award administrator

- Employee Setup – Human Resources Generalist (rfHR@odu.edu)

- Timesheet Submission – Payroll Administrator (rfTimesheets@odu.edu)

- Payroll Processing/Tax Forms – Payroll Administrator (rfPayroll@odu.edu)