



Children's Healthcare of Atlanta

Presenters:

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Post-Award Administration



What is Post-Award?

- Post-award activities are those processes and activities that take place after the grant, contract, or cooperative agreement has been awarded to Children's Healthcare of Atlanta.

Post-Award

- **Financial Compliance Monitoring:** making sure expenses charged to the project are correct and meet standards and policies set forth by Children's Healthcare of Atlanta and the Sponsor.
- **Financial Management:** providing financial analysis of expenses and projections to Principal Investigator (PI). Ensure expenses are allowable, reasonable, and appropriate.
- **Project Reporting:** submitting financial progress reports as defined and required by the Sponsor.
- **Project Close Out:** ensuring grants are ready to be invoiced, reported, and closed 30 days after grant cycle end date.

Post-Award Quick Tips for Coordinators

- Consistent communication with the Grants Administration Team
- Review Children's Notice Of Award (NOA)
- Verify salary effort for the grant with PI
- Only order supplies, equipment, etc. that are budgeted and approved by the Sponsor and PI

Post-Award Tips

Tips to Keep You Going

- Complete the Patient Tracker within 24 hours of any patient receiving services at Children's
- Ensure you have access for managing your studies in CTMS
- Enter enrollment visits in the Clinical Trial Management System (CTMS) within 24 hours
- Keep track of the status of subcontracts for Children's services; no patients can be seen at Children's facilities without a fully executed subcontract
- Provide any updates to the protocol or study implementation (amendments etc.) to Children's as soon as possible
- Review, sign and return ancillary invoices in a timely manner
- Provide an IRB number if available or confirm it is pending approval

Available Resources

- ActFast
 - Award Summary
 - Budget, expenses, and remaining balance
 - PR Ledger
 - FTE Trend (provides FTE by pay period)
 - Export (provides dollar amount per pay period)
 - AC Detail (provides transaction detail)
 - AP Subledger

Contact Information

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Questions?

