

**Important Notice from
Sponsored Research Administration regarding
New Procedures for Award Notifications and Approvals**

April 17, 2018

I. Procedure for Notifying Principal Investigators of New Grant Awards and Amendments

In order to set up sponsored projects in a quick and efficient manner, Sponsored Research Administration (SRA) is modifying the approval procedure for new grant awards and amendments having standard terms and conditions. SRA will continue to send the award documents to the Principal Investigator (PI) and grants project manager for review and to identify any inaccuracies in the award document. If the PI does not notify SRA of any issues within 48 hours, SRA will set up the project as proposed and awarded.

As mentioned above, this new procedure will only apply to those grants and award documents that have standard terms and conditions acceptable to FSU including the Federal-wide Research Terms and Conditions (RTCs), NSF Grant General Conditions and Cooperative Agreement Conditions, NIH Standard Terms of Award, DOE Standard Research Terms and Conditions, NASA Agency RTC Specific Requirements, DOC Financial Assistance Standard Terms and Conditions, and the USDA NIFA Agency-Specific Terms and Conditions.

SRA will continue to use the existing procedure for all other award documents whereby we request that the PI review the award document for programmatic and technical accuracy and provide SRA with a concurrence email. Awards without standard terms and conditions will not be set up until the PI's concurrence has been received by SRA.

II. Approvals Required ONLY when the Award Received is greater than 10% from Proposed Budget

Currently, if an award is received with a total that is different from the proposed budget, SRA requires the approval of the PI, Chair and Dean on the budget summary and/or budget amendment form. Going forward, approvals will only be required when awards are received with changes that are greater than 10% from the proposal. Therefore, the PI, Chair and Dean approval will no longer be required for awards received that are 10% or less than proposed.