

## Policy 7 - Action upon Receipt of Award

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### General

For most grants and contracts, the date to begin the funded project is subsequent to the receipt of the official notification of award from the sponsor. The official notification is in the form of electronic notification or a mailed or faxed officially signed document. These documents may be sent to the Office of the President, the Office of the Vice President for Research and Economic Development, the Office of Sponsored Research and Programs, Grants and Contracts Accounting or the Principal Investigator. To ensure the proper implementation of a grant/contract, these documents should be forwarded to the Office of Sponsored Research and Programs who will immediately provide the information to Grants and Contracts Accounting.

Upon receipt of a formal notice of award received from the Office of Sponsored Research and Programs, the Office of Grants and Contracts will take the following steps:

- Assign a Contract or Grant Account Number; and
- Establish the line item budget that is congruent with the University's Chart of Accounts.

The Principal Investigator will be notified via e-mail of the account number and other pertinent information. This also designates the responsible Missouri State University Grant and Contract Accountant.

*Note: The Principal Investigator does not have authority to expend funds on a sponsored project until the Grant account number is set up. No charges can be made against existing accounts that are not permanent charges. More specifically, charges may not be transferred later as a mechanism for starting the grant in advance.*

*Furthermore, Pre-Award Costs cannot be incurred in advance of the effective date of the award unless the exception is specifically recognized, defined, and authorized in the grant/contract.*