

Post-Award Management Checklist

Department of Environmental Science and Technology

February 3, 2026

At the University of Maryland, the Principal Investigator (PI) has overall responsibility for managing sponsored awards, including project spending, reporting, and compliance with sponsor and university requirements. ENST's Business Office, college staff, and campus units such as the Office of Research Administration (ORA) and Sponsored Projects Accounting and Compliance (SPAC) provide essential administrative, financial, and compliance support—assisting with budget setup, transactions, monitoring, reporting, and sponsor coordination.

This checklist outlines key post-award management tasks and suggested timing throughout the life of an award. Tasks marked with an asterisk (*) involve **shared responsibility** between the PI and ENST's Business Office and/or campus offices (ORA, SPAC), and require active engagement by all parties. While administrative staff provide essential expertise, processing, and institutional oversight, accountability for compliance, timeliness, and overall project performance remains with the PI.

Task	Timing
*Meet with Rosalind Pinkard to ensure the project budget in Kualu/Quantum matches the proposal's budget	Upon Award
*Confirm subawards, subcontracts or child accounts; initiate via Rosalind	Within 30 days
Verify the allowability of all expenses; consult ORA/SPAC via Rosalind	Ongoing
Ensure that purchases over thresholds follow UMD Procurement rules and prior sponsor approvals via Rosalind	Ongoing
Review monthly financial statements and reconcile with ENST's Business Office	Monthly
*Verify financial data for periodic financial reports; organize reasonable lead times before due dates with ENST's Business Office	As needed (e.g., monthly, quarterly etc.)
*Request summer salary or salary savings in via Ruth Koster and Rosalind	May each year

Submit proposals for animal or human subjects research to IACUC and IRB offices, respectively.	As needed
Request personnel & cost allocation changes using ENST forms to Ruth, Tina Scites, & Traci Jackson; follow ENST's On-boarding & Off-boarding checklists	As needed
Request rebudgeting, foreign travel, or key-personnel changes to ORA via Rosalind	Before expenditure
*Submit No-Cost Extension requests (≥ 45 –60 days before project end) to ORA via Ngu Nguyen	As needed
Reallocate any re-occurring charges (e.g., personnel, etc.) to a new funding source, using ENST forms for personnel changes and by coordinating with Ros for any other charges (e.g., vehicle costs (fuel and repairs), lab consumables etc.).	90 days before end
*Review final expenditures and outstanding encumbrances with SPAC via Rosalind	90 days before end
Submit final technical report to sponsor	Project Closeout

Special Situations Requiring ORA/SPAC Coordination via Rosalind

- Pre-award accounts
- Rebudgeting between major cost categories
- Reduction in effort of key personnel
- Foreign subawards or travel
- Equipment purchases above threshold

Key Resources

- Managing Sponsored Research: <https://ora.umd.edu/sponsored-research-toolbox/um-resources/faculty-guide/managing-your-sponsored-research>
- Award Management: <https://ora.umd.edu/sponsored-research-toolbox/um-resources/award-management>
- SPAC Post-Award: <https://spac.umd.edu>
- Roles & Responsibilities: <https://ora.umd.edu/about/roles-and-responsibilities>
- Procurement Policies: <https://procurement.umd.edu>