In addition to the overview provided by the Grants Toolkit, this document is intended to address some of the most common concerns that arise during the post-award process. If your question is not addressed here or in the Toolkit, please contact the CFR Coordinator.

**Grant Agreements**

*Q: I’ve received a grant agreement—what now?*

A: Please send all grant agreements to the CFR team upon reception. Grant agreements must be signed by the VP of University Advancement and Executive Director of the Foundation, Christine Márquez-Hudson. Upon her signature CFR will return the agreement to you and the funder and assist with the intake process as needed.

*Q: What’s the point of my grant agreement? What should I look for when reading it?*

A: We encourage you to closely review your grant agreement when it is received, but there are a few pieces of information that will be particularly relevant in your post-award process. Keep an eye out for the following:

* Start and End Dates of Funding
	+ Particularly important is the expenditure deadline. There will likely be a hard deadline for when grant funds must be spent. If this deadline does not seem realistic, now is a good time to open that conversation with the funder and CFR.
* Reporting Deadlines & Requirements
	+ Agreements should clearly state when any interim and final reports are due, in addition to overall expectation for the contents of those reports. If deadlines are unclear, please confirm those with your funder. For a sample and outline of a report, please refer to the Grants Toolkit.
* Restriction of Use
	+ Funders should outline any restrictions of use for grant funds. This will usually be an expectation that funds must be used for the purpose outlined in your proposal but will sometimes have more specific requirements like limitations on funding salaries.

**Intake & Accessing Funds**

*Q: I’m not seeing my newly awarded grant reflected on my Banner page—where is my money?*

A: The Foundation and the University have discrete financial systems. This means that Banner will not always reflect philanthropic income. There is usually a month delay between the Foundation receiving dollars and the information shown on Banner. However, as long as the money has been received by the Foundation, it is able to be spent—even if it does not yet appear in Banner. To confirm that funds have been received by the Foundation, please contact the CFR coordinator.

*Q: What FOAP should I use?*

A: FOAP, and any other accounting questions that are not directly Foundation-related, fall under the purview of the Office of the Controller. Please direct all related questions to Accounting Services.

**Expenditure & Reporting**

*Q: My funding needs have changed; can I shift my grant to a new purpose? What if I can’t meet my expenditure deadline?*

A: Any need to make changes with your expenditure of funds, including ability to meet deadlines, should be discussed with your funder. Most funders are flexible to a degree, but upfront and timely communication is crucial.