

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 Manager](#).

Grant Agreements

Q: I've received a corporate or foundation grant agreement—what now?

A: Please send all grant agreements to the CFR team upon receipt. 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 purpose 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/or 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 uses for grant funds. There will usually be an expectation that funds must be used for the purpose(s) 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 showing up 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 Manager](#).

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: I have received my funds and begun spending them—how do I track my expenditures?

A: Unfortunately, the divide between the University and the Foundation's finance systems makes real-time tracking difficult. We encourage grantees or their fiscal managers to track their expenditures independently and cross-reference this tracking with monthly reports sent by the Foundation's financial team. Should questions arise about funds remaining, please do not hesitate to reach out to [the CFR Manager](#).

Q: Whose responsibility is it to write a report?

A: Grantees should assume the majority of reporting responsibility, particularly when it comes to budget information and program/project details. The CFR team is happy to answer specific questions, clarify reporting requirements, and offer feedback on report drafts. For more in-depth support, please [contact the CFR Manager](#).

Q: What should be included in a report?

A: Reports should break down the use of grant funds and demonstrate their importance in achieving the goals enumerated in your proposal. In addition to budget breakdown, reports should include qualitative and quantitative metrics to demonstrate the successes and struggles of the project and use of the grant.

Q: What's the difference between an interim and final report?

A: Many grants require interim reports, in addition to a final report at the end of the grant period. While similar, interim reports speak to the use of the grant so far, progress toward goals, and plans to spend remaining funds. The final report looks at the entire grant period, covering the use of all funds and impact of funding toward project's goals. Entirety of grant funds should be spent when final report is written—if any funds remain at end of grant period, please [contact the CFR team](#).

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: Most funders can offer extensions to expenditure deadlines or changes in terms of use, but such changes must be promptly requested of the funder by the grantee. If you are concerned about being able to spend the entirety of your grant, please [contact the CFR team](#) immediately regardless of dollar amount. Please note—unspent money will be asked to be returned at end of grant period if an extension is not granted by funder.