

GRANT AWARD PROCESS

I. GRANT DETAILS

GRANTOR (Foundation) & Constituent ID:	
GRANTEE (FAU Recipient):	
GRANT PROGRAM/PROJECT:	
GRANT AMOUNT:	
GRANT PERIOD:	
FOUNDATION FUND/SPONSORED RESEARCH AWARD #:	
DATE OF AGREEMENT/AWARD:	
GRANT NUMBER:	

II. POTENTIAL APPROVERS/GRANT TEAM

(Signatures may vary based upon the grant criteria and individual college procedures)

	Receive Outlook Notification?
DEPARTMENT CHAIR	
ASSISTANT RESEARCH DEAN	
DEAN/EXECUTIVE DIRECTOR	
FACULTY PI (PRINCIPAL INVESTIGATOR)	
COLLEGE/UNIT BUDGET OFFICER	
DEVELOPMENT OFFICER	
SECONDARY SOLICITOR	
FOUNDATION PROGRAM OFFICER	

III. TASK WORKFLOW

(Handled through the Office of Foundation Relations)

	Date task completed
1) The award letter must be sent to the Foundation Office (FAUF) for review.	
1a) Was a check included with the letter?	1b) If so, when was it forwarded to FAUF?
1c) If no check, what was the date that ACH info was sent to FAUF?	
2) The award letter must be sent to the Legal Department for review/signature.	
3) The award letter must be sent to Danita (Deborah Kresal) for review/signature.	
4) The executed copy must be returned to Mary Katherine (MK) Morales /Hazel Urbano for final review.	
5) MK/Hazel will hand the executed copy back to the DO (or the appropriate individual), to be returned to the Foundation no later than ____/____/____.	
6) Hazel will notify FAUF and Gift Processor Tim O'Connor of the correct fund to be credited.	
7) Hazel will scan and import the executed copy into Raiser's Edge (RE) NXT.	
8) Hazel will create tasks related to reporting dates in RE NXT (see below).	
9) A thank you letter will be sent to Foundation.	

IV. SIGNIFICANT DUE DATES

(Handled through the Office of Foundation Relations - Items may vary, based upon the grant)

	Applicable date	Date entered into NXT (Outlook) and notes
6-week in advance reminder - INTERIM REPORT DUE TO M.K. MORALES on		
INTERIM REPORT DUE TO M.K. MORALES (She will interface directly with Foundation)		
Actual due date for INTERIM REPORT		MK and Hazel only
6-week in advance reminder - INTERIM REPORT DUE TO M.K. MORALES on		
INTERIM REPORT DUE TO M.K. MORALES (She will interface directly with Foundation)		
Actual due date for INTERIM REPORT		MK and Hazel only
6-week in advance reminder - FINAL REPORT DUE TO M.K. MORALES on		
FINAL REPORT DUE TO M.K. MORALES (She will interface directly with Foundation)		
Actual due date for FINAL REPORT		MK and Hazel only
number of dates to be calendared=	0	

V. OTHER DETAILS

- 1 - Will this FAUF grant will be transferred to OSP (Office of Sponsored Programs) - YES OR NO?
- 2 - Does this grant allow for administrative fees - YES OR NO?
- 3 - What are the negotiated fees by percentage between OSP/FAUF? Please attach a budget.
- 4a - Deposit into current fund - YES OR NO?
- 4b - If YES, what fund? Please list the fund number above, in section I, "FOUNDATION FUND/SPONSORED RESEARCH AWARD #:"
- 4c - If NO, please set up a new fund by filling out an "Establishing a Project" form.