



Office of the Vice President for Research
Standard Operating Procedure

Notice of Award and External Grant Fund Setup

#1018

Effective Date: 01/01/2019

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) process a notice of award (NOA) and setup an external grant fund in Workday. This process will promote a consistent approach and understanding to ensure all NOAs are handled the same way throughout the GO Centers.

II. Introduction

The receipt of a NOA begins the post-award portion of the grant lifecycle. PAS are responsible for processing the NOAs and their associated agreements, as well as setting up the awards in Workday and routing any agreements through Agiloft, as necessary. By putting all NOAs and accompanying documents into an award in Workday, the PAS assists the PI, Sponsored Programs Accounting (SPA), Contracts, AORs, and any other party that may need access to review these documents.

III. Procedure

Federal NOA or Agreement

A federal NOA typically arrives via Grants@slu.edu and is then distributed to the appropriate PAS for processing, but it may come to the PI, Contracts, or SPA and then should be shared with the PAS. For a federal NOA, the PAS creates an award either from the Award Proposal or as a new Award in Workday and uploads the NOA and supporting documents to Workday. The PAS should check the NOA to see if an AOR signature is required and if it is, then process the NOA or agreement in Agiloft for AOR signature following the appropriate job aids. The PAS follows the details in the Create Award job aid for Workday and monitors the approvals in Workday and Agiloft, where appropriate. PAS and institutional reviews of NOA project materials (dates, amounts, scope of work, etc.) need to be performed before institutional approval will be given in either Workday or Agiloft by the appropriate institutional offices. Remember if a federal NOA (and without an agreement) not requiring AOR signature (e.g., NIH) comes to the university then the lifecycle status can be set-up in Workday as active. If the NOA and/or associated agreement comes to the university and needs an AOR signature, then the

pending lifecycle status should always be used until the NOA and/or agreement is fully executed.

Non-Federal NOA or Agreement

For NOAs and/or agreements received from industry, private foundations, or elsewhere, the PAS creates an award either from the Award Proposal or as a new Award in Workday and uploads the NOA and supporting documents to Workday. The PAS should check the NOA to see if an AOR signature is required and if it is, then process the NOA in Agiloft for AOR signature following the appropriate job aids. The PAS follows the details in the Create Award job aid for Workday and monitors the approvals in Workday and Agiloft, when appropriate. PAS and institutional reviews of NOA project materials (dates, amounts, scope of work, etc.) need to be performed before institutional approval will be given in either Workday or Agiloft by the appropriate institutional offices. Remember if a non-federal NOA not requiring AOR signature comes to the university then the lifecycle status can be set-up in Workday as active. If the NOA and/or associated agreement comes to the university and needs an AOR signature, then the pending lifecycle status should always be used until the NOA or agreement is fully executed.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect Workday and Agiloft processes