

**NOVA SOUTHEASTERN UNIVERSITY
OFFICE OF SPONSORED PROGRAMS
POLICIES AND PROCEDURES**

**COMPLIANCE / AWARD ACCEPTANCE
NOTIFICATION AND ACCEPTANCE OF AWARD
EFFECTIVE 12-01-08, REVISED 12-26-2014
POLICY #23
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PURPOSE:

To establish a policy and procedure for receipt of sponsored project awards to ensure proper and timely acceptance of such awards and subsequent modifications and provide for notification to appropriate university offices and staff.

DEFINITIONS:

Acceptance: Acceptance is an action that conveys a legally binding agreement between the sponsor and the university to the terms and conditions of an award document. The action is defined by the sponsor. Most federal agencies consider acceptance to occur when the agreement is signed and returned to the sponsor (if applicable), or when funds have been drawn down and expended for grant purposes. Other types of sponsors may require signing of a grant acceptance letter. Contractual agreements for non-federal sponsors are accepted by signing the agreement. Federal contracts are executed when the Contracting Officer has signed the agreement indicating acceptance of the university's proposal or bid (i.e., the offer).

Award: An executed grant, cooperative agreement, or contract (which may include purchase orders) for the conduct of a sponsored project.

Notice of Award (NOA): Commonly referred to as either the Notice of Grant Award (NOGA), Grant Award Notification (GAN), or Notice of Award (NOA). The NOA is the legal document issued by the sponsoring agency to notify the recipient that an award has been made. The NOA reflects the amount of funds authorized for the grant obligation in the budget period or funding period and typically lists any future-year commitments as well. The NOA sets forth all pertinent information regarding the grant and incorporates by reference all requirements that apply to the award. In many but not all cases, a NOA is issued for each budget period in the approved project period (refer to OSP Policy No. 4 – *Proposal Budget Preparation and Review*).

Purchase Order: The purchase order is a legal document to procure a specific good or service from the recipient. Any work specified in the purchase order may commence upon arrival of the order and does not require the recipient's authorized official signature.

POLICY:

The Office of Sponsored Programs (OSP) will coordinate official review and formal acceptance of sponsored awards to the university. All funding proposals submitted to an external funding source must include, at a minimum, the following contact information to which all award notifications or amendments will be sent:

Nova Southeastern University
Office of Sponsored Programs

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3301 College Avenue
Ft. Lauderdale, FL 33314

Any notifications of award or rejection, or correspondence concerning the status of a proposal received at any other university location must be immediately forwarded to the OSP.

REFERENCES:

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>
- OMB Federal Awarding Agency Regulatory Implementation of Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, <https://www.federalregister.gov/articles/2014/12/19/2014-28697/federal-awarding-agency-regulatory-implementation-of-office-of-management-and-budgets-uniform>
- NIH Grants Policy Statement, <http://grants.nih.gov/grants/policy/policy.htm#gps>
- NSF Proposal and Award Policies and Procedures Guide, <http://www.nsf.gov/bfa/dias/policy/>
- HHS Grants Policy Statement, <http://www.hhs.gov/grants/grants/policies-regulations/index.html>
- Federal Acquisition Regulations (FAR), Title 48 C.F.R.

PROCEDURES:

1. All award notices should be sent from the sponsor to the OSP.
2. If any award notices (or notices regarding rejection or the status of a proposal) are received by another university office, they must be immediately forwarded to the OSP.
3. Upon OSP's receipt of award notice, the OSP will coordinate review of the award requirements, terms and conditions, and will forward to the PI/PD and other appropriate university stakeholders as applicable (i.e., Assistant Vice President for Research and Technology Transfer, Risk Management, Financial Operations, etc.) for consultation and determination of ability to comply with the award's programmatic and administrative requirements.
4. If applicable, the OSP will contact the sponsor for clarification of award terms and conditions, and coordinate negotiations prior to acceptance of award (Refer to OSP Policy No. 9 - *Negotiations*).
5. When all issues are resolved, the OSP will distribute the *Award Review and Approval Form* to the PI/PD and College/Center Dean, who upon execution of the form, indicate their acceptance of the terms and conditions of the award.

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6. Contracts and other awards requiring execution by the university must be signed by the Director of OSP or other authorized university official, and returned to the sponsor electronically or with the required number of original copies, as required by the sponsor.
7. A fully executed copy will be retained by the OSP in the university's official award file.
8. Following acceptance or execution of the award, the OSP will distribute the award notice to the PIPD, Contracts and Grants Accounting Department (CGA), Budget Office, College/Center departmental contact, and HPD Controller (if applicable), as an attachment to the Project Digest developed by the OSP. In most cases, distribution will be accomplished electronically.
9. Industry-sponsored clinical trials and/or corporate sponsored research may be forwarded to the Vice President for Research and Technology Transfer for distribution to the appropriate office.