POST-AWARD | Meet. Monitor. Plan Ahead.

UF | DCP

Regular communication with your RA helps keep the project financially and administratively on track.

MEET WITH YOUR RA MONTHLY

- Review transactions, current balance and commitments
- Discuss salary distributions, effort and personnel changes
- Discuss salary savings or significant spending changes early
- Review burn rate, projected expenses and upcoming needs
- Identify financial/compliance concerns early

MANAGE THE APPROVED BUDGET

- Charge budgeted salary/effort appropriately to active projects
- Review spending and projected balances regularly with your RA
- Cost-reimbursable awards: Funds not spent generally remain with/are returned to the sponsor
- Funds retained by UF: Any unspent balance UF is permitted to retain is not automatically available to the PI

Awarded ≠ Automatically Retained

KNOW YOUR END DATE

- Review expiration dates before the final month
- Determine whether project activities will finish on time
- If needed, request an NCE no later than 30 days before expiration unless the sponsor requires earlier action
- Track deliverables and final reports

CLOSEOUT STARTS BEFORE THE END DATE

MONITOR
Burn rate + end date

→ **PLAN**
Purchases + personnel

→ **ADJUST**
NCE / needed changes

→ **COMPLETE**
Deliverables + reports

→ **CLOSE**
Financial + admin closeout

KEEP YOUR RA INFORMED WHEN SOMETHING CHANGES

Scope • personnel/effort • spending plans • sponsor requests • project timeline/dates

SALARY SAVINGS / COURSE BUYOUT

Open DCP Guidance

Questions? Start with your RA/PUAC. Your RA will coordinate with the appropriate central office when needed.

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