

Reviewing the NOA or award agreement

Once the project has been funded, it is essential for the DA and PI to familiarize themselves with the terms and conditions of the award, just as in pre-award where they must carefully read the proposal guidelines. The goal is to understand the sponsor's programmatic and financial expectations.

What should I look for in my NOA or Award Agreement?

Read the terms and conditions to answer the following questions:

1. Are any signatures required for award acceptance?
2. Are there any further post-submission materials required? (ex: bank account info, student training grant forms)
3. What are the budget and project period dates? Did we get funding for the number of years expected?
4. Was the budget cut? Is it due to a continuing resolution? Given this, are any changes needed?
5. Are any budget categories restricted? (ex: travel, equipment)
6. Are any budget categories unallowable? (ex: office supplies, alcohol)
7. Is pre-award spending allowed?
8. Who are the key personnel? Are there any minimum effort requirements?
9. Are there any human or animal subjects?
10. Are there any Montefiore employees?
11. Is any equipment needed to begin?
12. Are there outgoing subcontracts?
13. What are the deliverables (progress reports and billing) and when are they due?
Note: if the award requires annual reporting, a new Banner grant/fund number will be set up each year
14. Is this federal award subject to SNAP?
15. Is prior-approval required for carryover, extensions, re-budgets, change of PI, change of subcontract, etc...?
16. What is the bill type? (ex: Cost reimbursable, fixed, milestone, patient based)
17. What is the billing method (ex: line of credit for federal, invoice, individual sponsor reports)?

Note: Often for milestone awards or clinical trials with start-up costs, the first invoice can be submitted once the agreement is fully executed.

18. How much notice is needed if we need to terminate the award early?
19. At the end of the project, do unused funds need to be returned to the sponsor?
20. How long after the project has ended do records need to be retained?

Click [here](#) for more information on the NIH award process, accepting the award, and compliance with the terms and conditions.