OVERVIEW OF AWARDED GRANT MANAGEMENT

GRANTS

Process to follow

1

Principal Investigator (PI) receives a notification from the funder and forwards letter to grants@paediatrics.ox.ac.uk or ovggrants@paediatrics.ox.ac.uk.

2

A draft agreement or contract is required from the lead institute or funder. Once this has been received, Research Services (RS) contracts will review and sign it pending any queries.

3

The Grants Office will check the X5 award costing against the award document/ funding agreement/ funding contract, and submit the X5 award costing to RS.

4

RS will review the costing, create an Oracle project code, and send on to Research Accounts.

5

Research Accounts will load the budget onto the Oracle project code and inform the Grants Officer that the project is live on Oracle.

6

Grants Officer will then inform the PI of the project code and budget set up.

7

Grants Officer updates HR with any cost allocation changes if necessary.

Throughout the lifetime of the grant:

- The Grants office provide monthly expenditure and staff forecasts to the PI
- PI informs the Grants Officer of any changes to the forecast spend, or if any costs have been posted incorrectly
- Grants Officer corresponds with Research Accounts and PI with regards to financial reporting to ensure timely invoicing to funders

If you have any questions or need help with this process, please email: **grants@paediatrics.ox.ac.uk** or **ovggrants@paediatrics.ox.ac.uk**

DEPARTMENT OF PAEDIATRICS