**Overview of Awarded Grant Management**

PI receives awarded notification from Funder

PI forwards letter to [grants@paediatrics.ox.ac.uk](mailto:grants@paediatrics.ox.ac.uk)

If Oxford ARE NOT LEADING:

Draft Agreement is required from the lead institute, once draft agreement is received from the lead RS Contracts will review and sign if there are no queries. If PI receives the draft agreement please send to [grants@paediatrics.ox.ac.uk](mailto:grants@paediatrics.ox.ac.uk) so RS can begin reviewing.

If Oxford ARE LEADING and a funding contract is required (eg industry funding):

Draft contract is required form the funder, once draft contract is received from the funder RS Contracts will review and sign if there are no queries. If PI receives the draft agreement please send to [grants@paediatrics.ox.ac.uk](mailto:grants@paediatrics.ox.ac.uk) so RS can begin reviewing.

Grants Office checks the X5 Award Costing against the award document/funding agreement/ funding contract. If everything is as it should be, Grants officer submits X5 Award Costing to Research Services.

Research Services review and create an Oracle project code, then send on to Research Accounts.

Research Accounts load the budget onto the Oracle project code as per the X5 Award Costing, informs Grants Officer the project is Live on Oracle.

Grants Officer informs PI of project code and budget setup.

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

Throughout lifetime of the grant:

* Grants Office provides monthly expenditure and staff forecast reports to PI.
* PI informs Grants Officer of any changes to forecasted 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.