June 24, 2013

**Sponsored Programs Administration Post Award Policies and Procedures Handbook and Website Now Available**

On June 24th, 2013, Sponsored Programs Administration (SPA) issued NYU’s first *Post-Award Policies and Procedures Handbook* (the *Handbook*) and companion website in the Research channel on the NYU.edu website. The *Handbook* finally codifies all NYU post award policies and procedures. Representatives of the Faculty Senate reviewed and approved the *Handbook*. The *Handbook* website can be found on the NYU website at: [http://www.nyu.edu/spahandbook](http://www.nyu.edu/spahandbook).

The *Handbook* is available as of June 24th so that the NYU grants research and administration community can read and respond to materials prior to the effective dates of the policies and procedures, September 1, 2013. There is a feedback form on nearly every page of the website.

The *Handbook* and website complement the existing policies and guidance currently offered by the Office of Sponsored Programs (OSP; pre-award office) at: [http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/office-of-sponsored-programs.html](http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/office-of-sponsored-programs.html).

The web-based *Handbook* serves as a central University resource that clarifies and supports the complex post-award grants administration landscape for Principle Investigators (PI’s), Research Staff and Managers, Departmental Administrators (DA’s), and graduate students involved in organized research grants and contracts management. It is one of the major improvement projects undertaken by SPA. The *Handbook* is the product of a large team effort including the Office of Sponsored Programs (OSP), PI’s, DA’s, and collaborative partners in Finance, the schools, and in the departments.

The *Handbook* and website provides policy, implementation procedures, supporting tools, resources, case studies, a glossary, acronym list and both internal and external links used to manage grants and contracts finances. Some of the major areas covered include, but are not limited to:

- Opening and Closing Grant Sponsored Accounts
- Re-budgeting
- Managing Grant Expenditures, this includes Personnel Expenses, Travel, Membership Dues, Equipment, Computers, etc.
- Dealing with Cost Share
- Processing Cost Transfers
- Equipment
- Managing Sub-awards
- Financial Reporting on a Grant
- Handling Audits

Questions and comments regarding the *Post-Award Policies and Procedures Handbook* can be sent by email to: [spahandbook.feedback@nyu.edu](mailto:spahandbook.feedback@nyu.edu).

There is also a feedback form on the website that can be filled out directly at: [http://spahandbookfeedback.wufoo.com/forms/postaward-administration-handbook-suggestion-box/](http://spahandbookfeedback.wufoo.com/forms/postaward-administration-handbook-suggestion-box/).

Direct questions and concerns may be directed to José M. Roman, Assistant Vice President for Post-Award Administration by email: [jose.roman@nyu.edu](mailto:jose.roman@nyu.edu) or by phone, 212.992.8447.