# Pre- and Post-Award Flowchart



| | Initial/Pre-Award Administration | Post-Award Administration | Award Close Out |
|---|---|---|---|
| **Principal Investigator (PI) and Business Operations Center (BOC) or Unit Business Manager** | PI prepares proposal — Award | BOC establishes account(s); BOC processes transactions submitted by PI; PI/BOC review ledgers — PI submits final transactions, follows up on subcontracts, reviews ledgers, and if necessary, requests cost transfers | PI prepares and submits final technical report or progress report |
| **Office of Contracts and Grants (OCG)** | Review and approve proposal — Negotiate award terms and conditions — Distribute award | Issue subcontracts and/or amend award | |
| **Sponsoring Agency** | Send regret notice to PI — Fund or deny proposal? | Review reports and submit payment | Review final reports |
| **Extramural Funds Accounting** | Establish fund | Prepare and submit fiscal reports and invoices — Post subcontracts and amendments to ledgers — Notify PI and BOC/unit Business Manager of end of project | Prepare final financial report and final invoice |