**Post Award Support Script**

* 1. Introduction (Music)
  2. FS-TV Slide
     1. “Welcome to a special paid advertisement by financial services, the same group that brought you quick order processing. Student Billing and Financial Literacy provides it’s best service yet: Post Award Support”
  3. Scene one
     1. Todd-“I am so happy to be here with you Jodi. I cannot wait to see what you have to tell us about post award services.”
     2. Jodi- “I am excited too, I am happy to be able to provide this support to the same campus.”
     3. Todd-“Tell me Jodi, what is post award support?”
     4. Jodi-“I am so glad you asked, post award support happens when the university received a sponsored award, usually through the work and ideas of a principle instigator, or PI’s for short.”
     5. Todd-“You mean like Magnum PI?”
     6. Jodi-“No Todd, these are a different kind of PI’s. The post award support keeps those PI’s, as well as staff, up to date and ensures compliance with the guideline and regulations of the award.”
     7. Todd-“Compliance seems important, is that all the service provides?”
     8. Jodi-“We provide much more. We provide monthly review of expenditures and revenues, and oversee the various financial transactions impacting the award.”
     9. “And on top of that we also answer the PI’s questions and help guide them along the way.”
     10. Todd-“So Jodi, do you do all of these services by yourself?”
     11. Jodi-“Definitely not Todd, this is a team effort that requires strong collaboration with the PI and the office of research and sponsored programs. This team effort is what created success.”
  4. Scene two
     1. Todd-“I think I see questions from the audience”
     2. Audience #1- “When does the post award support start?”
     3. Jodi-“Great question, it can start immediately or prior to the award being granted. By involving the post award support earlier it’ll help catch problems that can avoided in the future.”
     4. Todd-“Okay, let’s start with the process before the activity begins on the award, what is the first step you do as part of the post award?”
     5. Jodi-“I’m glad you asked Todd, it begins with Award Setup. This makes sure we have all the tracking mechanisms in place to track revenues, expenses, and allow for proper recording and invoicing.”
     6. Todd-“Do you do these things off the top of your head?”
     7. Jodi-“Don’t be silly, we have systems in place to help us. One of the first things we do is complete the project request form.”
     8. Todd-“That’s impressive, and all of this is part of the services we provide?”
     9. Jodi-“Absolutely! It’s all included in the post award service. This form provides a funding source for the award and authorized the PO and other personnel to sign for expense activities.”
     10. Todd-“Wow, what a great way to get that award off to the right start.”
  5. Scene Three
     1. Todd-“Yes sir what’s your question?”
     2. Audience #2-“Can we just spend anything on the setup project codes for an award?”
     3. Jodi-“Another great question, we have to be careful that we align our spending with the approved project budget by the sponsoring organization. We do this by performing our 2nd step-Budget Setup.”
     4. Jodi-“this ensures we have the budget allocated to the approved expense categories.”
     5. Audience #3-“So what happens while the project is being worked on?”
     6. Jodi-“This is the longest part of the project, which includes tracking the award.”
     7. Todd-“What are the major categories of activities within tracking the award?”
     8. Jodi-“The major pieces include: helping figure out how to spend funds, invoicing, submitting financial reports, and managing the budgets.”
  6. Scene Four
     1. \*Clown runs across state\*
     2. Jodi-“O my! What was that?”
     3. Todd-“I think that was….comic relief”
  7. Scene Five
     1. Todd-“Okay, let’s get back to business. I see there is a question.”
     2. Audience #4-“Yes, you mentioned that there is reporting, is that a big deal?”
     3. Jodi-“Yes, it is a very vital to stay compliant with the award. Reporting is something we are constantly doing to support the PI’s and award compliance.”
     4. Todd-“Alright, we have one last question.”
     5. Audience #5-“So if the award is done, what steps are needed to wrap things up?”
     6. Jodi-“One thing to make sure of is that all expenses are captured and the budget has been properly used.”
     7. Todd-“I can see why you are the person in charge of compliance with these post award steps, you have to do a very thorough job”
     8. Jodi-“Thanks so much Todd. I will complete the required final financial reporting.”
     9. Jodi-“However, the final technical, or progress reporting, must be completed by the P I and shared with Post Award Office for the grant records. Once all final reports have been submitted I will close out the project in our system.”
     10. Jodi-“If you have any questions feel free to reach out.”
     11. Jodi & Todd-“We do this all for you!”