Overview of Post-award process

FUNDER	PI	INSTITUTE	JRMO/ HR/ FINANCE	
Outcome letter	1 • Report funder response	Your Centre Manager (CM) can support with 1,2 and 3	Upload the **outcome letter** to Worktribe to ensure the award is properly managed by JRMO.	1 month
Award letter + acceptance paperwork	2 • Sign acceptance paperwork		Upload **award letter** to Worktribe. This will allow a budget code to be issued. JRMO need to sign **acceptance docs**	
Contract of agreement* If QM is a partner (i.e. the bid is led from elsewhere), a **collaboration agreement** will be required. Without the agreement in place, post award team are unable to raise invoices.	3 • Contract of Agreement		**Contract** should go directly (or should be forwarded) to Laura Kennard or Alina Prozheyko in JRMO	
	*For UKRI grants, the start certificate will be submitted on the Je-S system by the JRMO once PI/JRMO agree on a start date.			
	4 • Staff Appointments	Assistance from CM/ Centre Administrator	Contact HR officer Tania Chopra	2-3 months
	5 • Expenditure	All expenditure (with the exception of salaries and fees) should be made through your project/ centre admin	Requests are passed onto Finance	
	6 • Monthly Expenditure Report		For the duration of the award, JRMO will send monthly reports to the PI. Please monitor carefully	As and when required by the funder
	7 • Milestones and Financial reporting	Large/ complicated grants should have adequate project support budgeted to be able to meet reporting demands		
	8 • Final Expenditure Statement	CM to check and sign before retuning to JRMO	JRMO will send an internal Final Expenditure Statement (FES)	1 month