

Research Administration Award Files

Below is a breakdown of what files should be included in each section of the award file in the OSP-Research Administration Team.

Section 1 – Award_Documents

- Any fully executed pre-award account request form, if applicable
- Initial Award Document (e.g. NOA, fully executed subaward/contract, etc.)
- All terms and conditions
- All subsequent Award Amendments/Modifications

Section 2 – Budget-Modifications

- All sponsor approved budgets (both UTSA internal template and sponsor template if different)
- All award modifications processed in PeopleSoft

Section 3 – Cost_Sharing

- All approved cost share documents

Section 4 – Scholarship_Notice_Of_Awards

- All signed SNOAs for the award

Section 5 – Correspondence

- All sponsor correspondence
 - o Prior approval requests
 - o Clarification requests

Section 6 – Project Solicitation

- Project solicitation only if it contains post-award terms and conditions

Section 7 – Close-out_Documents

- All non-financial reports and submission confirmations

Section 8 – Reports

- All non-financial reports submitted during award period of performance