

HSC Corporate and Foundation Grants for Administration through WVU Foundation

Grant Awarded - Next Steps

Notification of Award

The Principal Investigator (PI)/Project Director (PD) or the WVU Foundation will be notified of the grant award and its amount.

- PI/PD notifies HSC Corp/Fnd Giving Director if the grant is awarded and for what amount
- If WVUF receives the award notification, the HSC Corp/Fnd Giving Director will notify the PI/PD
- Grant awards often require a **Letter of Agreement** that needs to be signed. Typically, the signature of a WVUF representative is required – ***please route all paperwork to HSC Corp/Fnd Giving Director***

Deposit of Funds

Once a grant is awarded and the check is received, the dollars are deposited in a fund at the WVUF. The PI/PD has the option of creating a new fund or depositing the dollars in an existing fund.

- **New Fund** - If the Letter of Agreement or the guidelines of the grant award stipulate requirements for the use of the dollars, then it is recommended the grant dollars are deposited in a new fund. The **New Fund Application** is required to execute a Budget Officer's request to create a new WVU Foundation, Inc. Fund. This form provides direction for the purpose, conditions and restrictions of the use of the award dollars. PI/PD should work with the Budget Officer and HSC Corp/Fnd Giving Director to complete this form and acquire signatures. The **New Fund Application – Health Sciences** form is located at <http://portal.wvuf.org/>.
- **Use Existing Fund #** - If there are no requirements, the dollars can go in an existing fund. Please provide the fund # to the HSC Corp/Fnd Giving Director and the WVUF Grant & Revenue Accountant.

In-Kind grant

If the grant is a request for equipment, goods or services, PI/PD will need to complete the **Gift in Kind Form –Property** form and with the granting organization to fill out its portion. The form is located at <http://portal.wvuf.org/>. Once completed, please send to HSC Corp/Fnd Giving Director.

Publicity form

For major gifts over \$25K, PI/PD works with the granting organization to complete the **Gift Publicity Consent Form** located at <http://portal.wvuf.org/>. Once completed, send to HSC Corp/Fnd Giving Director.

Reporting

- Progress and financial reports usually are due each year; a donor might require a Quarterly, Interim for multi-year grants and/or Final report(s).
- PI/PD will receive a reminder from WVUF both 60 and 30 days prior to the deadline date
- **Submitting by the deadline is important** so not to affect other grant applications being submitted from the University/HSC to a donor
- PI/PD will be responsible for providing information about what was initially requested in the grant application
 - Outcomes – PI/PD responsible for tracking progress throughout the year
 - Dollars spent
 - PI/PD should work with budget officer and WVUF Grant & Revenue Accountant to run financial reports for the grant
 - If a final report is due, it is the PI/PD's responsibility to make sure all award dollars have been spent and that the fund at the WVUF is at a zero balance. If the balance is not at zero, the WVUF will need to return any remaining dollars to the donor organization.
- Occasionally, PI/PD may find it necessary to seek a no-cost extension for a project. If this is the case, please work with the HSC Corp/Fnd Giving Director
- All reports need to be reviewed by HSC Corp/Fnd Giving Director in the Office of Philanthropy prior to submission
- PI/PD is responsible for coordinating submission of the report with the HSC Corp/Fnd Giving Director and WVUF Grant & Revenue Accountant