



Office of the Vice President for Research  
Standard Operating Procedure

**Externally Funded Grant Continuations and Renewals**

**#1025**

**Effective Date: 01/01/2019**

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle externally funded grant progress reports and continuations/renewals. This process will promote a consistent approach and understanding to ensure all externally funded grant progress reports and continuations/renewals are handled the same way throughout the GO Centers.

**II. Introduction**

Progress reports and renewals of awards come in different forms. Each sponsor has specific requirements and forms to complete, making it imperative that the PAS carefully review the instructions provided by the agency before proceeding with a progress report or continuation/renewal.

**III. Procedure**

**Progress Reports**

The PAS works with the PI to ensure progress reports are completed and submitted. For non-financial progress reports, the Principal Investigator (PI) must complete the narratives required for the report. For some agencies, the PI may submit the report. For other agencies (NIH in particular), the AOR must submit the report. The PAS ensures the report is either submitted directly to the agency or is completed and given to the AOR to submit. Institutional reviews and approvals are required in Workday before submission to sponsor by AOR.

If a financial progress report is required, Sponsored Programs Accounting (SPA) will complete the report, particularly when invoices and detailed expenditures are requested. If financial reports are brief and required few details, the PAS may prepare the report and upload the report in Workday for SPA to review and approve. Once SPA approves, the PAS may submit the progress report to the agency or ask the AOR to do so when necessary.

### Renewals and Continuations

All renewals and continuations are processed in Workday by following the appropriate steps in the Post-Award Management job aid. Like progress reports, there may be variation in requirements by agency. If SLU is the prime recipient on an NSF or NIH award, a notice will be provided of the next funding period, and no further action will be necessary at that time for the renewal or continuation. If the renewal is for a contract, then the GO Center PAS will process accordingly in Agiloft. Finally, the PAS may need to submit for carryover (see no cost extension and carryover request SOP). The agency should have stipulated carryover regulations in the original contract.

#### IV. Version History

Version Date	Approval Date	Summary Changes
[04/02/2019]	[04/05/2019]	Initial Version
[06/22/2021]	[06/25/2021]	Updated to reflect Workday and Agiloft system processes and appropriate job aids