

**Award Activation Standard Operating Procedure
ESFCOM Office of Research**

1. PI should notify medicine.grants@wsu.edu as soon as he/she receives word of an award from the agency
2. PI and ESFCOM Office of Research staff (research administrator/RA) correspond or meet to briefly review:
 - a. Existing budget and determine whether any changes are needed:
 - i. PI works with RA to make necessary changes.
 - ii. PI and RA determine whether PI needs to contact agency Program Officer for approval of budget changes.
 - iii. RA will certify the updated budget and submit it to Sponsored Program Services (SPS).
 - b. Assignment of effort for necessary staff:
 - i. RA will send effort assignment documentation to medicine.payroll@wsu.edu for processing.
 - c. Necessity to process internal RCARs and sub-award recipient paperwork
3. RA works with SPS to establish account set-up.

