School of Medicine Office of Grants & Contracts

Frequently Asked Questions – Post-Award

What documentation is required to set-up a speedtype/account?
- A completed Internal Budget Form
- IACUC and/or IRB approval (as applicable)
- Corresponding Sparta Funding Proposal (FP)
- Any other relevant award information

My grant has a billing code 07, how is the revenue received added to the budget?
For billing code 07s, the budget is increased to match the revenue received. At least quarterly, the department should complete an IPAS in Sparta providing the speedtype, current income and expense statement, and completed Internal Budget form.

What are the different Billing Codes?
BC01 - Letter of Credit
BC02 - Cost Reimbursable (usually monthly billings required)
BC03 - Automatic Payment
BC04 - Fixed Price (bill per schedule included in award letter/contract)
BC05 - Discretionary Grants (budget based upon revenue received)
BC06 - Discretionary Gift (budget based upon revenue received)
BC07 - Departmental billings required (usually based on completion of task or patient basis)

I was notified that my account is deferred, what does that mean?
Our office inputs your grants information into the PeopleSoft system and prompts the system to create an internal NOA (Notice of Award). If there is an outstanding compliance issue (i.e. CREC, COI, Effort Reporting) the system will place the internal NOA in a "deferred" status. Once the compliance issue has been met, the system should automatically update. Please note the system looks at the Award PI, Project PI and the key persons associated with the award.

I have an NIH grant, how do I apply for my first no-cost extension?
Please refer to your NIH Notice of Grant Award for any restrictions. Typically NIH allows a one-time no-cost extension. To request, please complete the IPAS form for the no cost extension request and email the form, current Income & Expense Statement, and the following information to medrespost@case.edu.
- Number of months needed
- Evidence that no term of the award specifically prohibits the extension
- Evidence that no additional funds are required to be obligated by the NIH awarding IC
- That the project's original approved scope will not be changed
- That senior/key personnel have a measurable level of effort

I have an NIH grant, how do I apply for my second no cost extension?
To request a second or third no-cost extension, please complete the IPAS form and email the form, current Income and Expense Statement, and the following information to medrespost@case.edu. Please note, the progress report and scientific rationale for continuing the project must be in separate documents.

- Number of months needed
- That the PI maintains a measurable effort on the project
- Progress report
- Scientific rationale for continuing the project
- Total unobligated balance
- Detailed budget
- Detailed budget justification
- If applicable, Human Subjects - IRB Approval Date
- If applicable, Animals - IACUC Approval Date

I need to revise who receives internal NOAs in my office, what should I do?
The Department Administrator can request individuals to be added or removed from the NOA distribution listing. Please note individuals included on your department's NOA distribution list will receive ALL NOAs for your department. The Department Administrator should send an email to medres@case.edu indicating who should be removed/added and the Department ID (ex. 691235).

Who should invoices be sent to?
Invoices should be sent to Sponsored Projects Accounting and/or the department, dependent upon the terms of the award/contract. Please see procurement Services website for further information in regards to processing an invoice for payment: SPA Department Assignments

Who should checks be sent to?
Please note, a Funding Proposal is needed for Account Setup. Checks should be sent to the attention of Sponsored Projects Accounting at the following address:
Sponsored Projects Accounting
Case Western Reserve University
Nord Hall, 6th Floor
10900 Euclid Avenue
Cleveland, Ohio 44106-7037
Any questions, please email resadm@case.edu and/or spadocs@case.edu

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