

## CHS Grant Information- Quick Sheet

- **Pre-award:** Please complete your pre-award requests here: [CHS-SPO Proposal Processing Form](#)
- **Grant Index:** Grants and Contracts (G&C) accountant assigned to your index will send an “Account Create Memo” for you (PI) and the grants research administrator (GRA) assigned to your department for post award to review and for your records. You can **review your grant** via the [PI Dashboard](#). Please ensure to forward the GRA assigned to your department the correct detailed budget to forward to G&C. G&C (not CHS-SPO-central office) will load the budget into Banner and the GRA assigned to your department will review the budget upload in Banner to ensure the budget details are loaded correctly. If a detailed budget is not provided, the budget will not be loaded with the budget breakdown. Banner is the main financial system and updates/syncs with the PI Dashboard. ***Each month login to the PI Dashboard to approve your monthly expense reports (MERs).***
- **Travel:** If you are **traveling** and want to use your grant funds, input your travel into [Chrome River](#) as a pre-approval. Enter your grant index and travel breakdown (ex: air, rail, taxi, per diem, hotel, registration, rental, etc.). All rules with regards to using the VCU travel agent, rental cars, etc. still apply.
- **Hiring:** If you would like to **hire an individual** using your grant please reach out as detailed below:
  - Graduate student- work with graduate director and CHS HR (CHSHR@vcu.edu)
  - Hourly- [CHS HR exception request](#)
  - Post-doc, lab tech or other staff- [CHS HR exception request](#)
  - Faculty summer salary- at the hourly fringe rate (no retirement) use the [Secondary Assignment](#) to submit these requests. Reach out to ADR Reynolds if you have questions (areynolds2@vcu.edu)
  - Faculty summer salary- at the full fringe rate (with retirement) use [this form](#) to submit these requests. Reach out to Associate Dean for Research Angela Reynolds((areynolds2@vcu.edu), if you have questions.
- **Post award:** For any of the **post award actions** below, please complete [this request form](#).
  - No Cost Extension
  - Progress reports and/or grant close out
  - Changes in the effort of the PI, co PI or other Key Personnel
  - Changes in non-key personnel, other than hiring (i.e. Change in student effort or Effort reporting questions).
  - Budgeting (i.e. Adjusting budget between categories, Projections, Planning Summer Salary)
  - Carryforward Request
  - New Subaward
  - Change in project's PI
  - Award modification (i.e. termination, change in end date, additional funding)
  - Monthly Expense Review inquiry- discussion about expenditures
- All other post-award actions should be emailed to [CHSResearch@vcu.edu](#).
- Once you put effort on a grant you will be asked to **certify that your effort** was on the grant inline with the pay received. This certification request will come via an email from effort reporting. Reach out to [CHSResearch@vcu.edu](#), if you have any questions.
- If you need to **buy supplies or equipment**, work with [CHSFinance@vcu.edu](#) or the individual that normally helps with purchasing in your unit. These requests will automatically be routed via the CHS-SPO team for approval related to your grant.
- If you have an **internal grant** question, reach out to [CHSFinance@vcu.edu](#) to spend those funds or check on their balance and email ADR Reynolds if you have any other questions ([areynolds2@vcu.edu](#)).

For detailed instructions see the CHS-SPO [managing your award webpage](#).