

## Action Fund Program

### Award and Post-Award Processes

Revised: October 11, 2007)

In the event a proposal is successful in winning the requested external grant, the Chancellor's staff should be notified as soon as possible but not later than ninety (90) days after the university has been notified that it will receive the external award. If the Chancellor's staff has not been notified of the award within this ninety (90) day period, the Chancellor reserves the right to withdraw its commitment and not make the Action fund award. **Copies of the external award letter and the original commitment letter from the Chancellor should be attached to the notification.** If the project budget is changed in any way during award negotiations, a copy of the revised budget should accompany the notification. After staff review, an award letter signed by the Chancellor will be mailed to the President and the University Research Officer. A copy of the Chancellor's award letter is also forwarded to the President of the Ohio Senate, the Speaker of the Ohio House of Representatives, and to the Chancellor's Capital Development Director with a request that the Action Fund capital support be transferred to the appropriate institutional account. The funds may be accessed subsequently for the purchase of equipment, or other approved capital expenditures as follows:

1. The institution sends a request for purchase to the state controlling board. The request should include bid tabulations from a formal bid process or vendor quotations. If vendor quotations are used to support the purchase request, the planned purchasing method should be identified. Some of the purchasing methods typically used by the universities are Inter-University Council contracts, university term contracts, phone bids, and sole source purchases. Justification for the use of a sole source must be provided for Sole Source Purchases. Vendor quotations should also include ALL costs associated with the purchase of the equipment, including shipping. Vendor quotations and bids should be valid for a period of at least 60 days since it might require as long as 30 days to obtain the release of funds.
2. Controlling Board approves the release of funds.
3. The institution submits encumbrances and supporting documentation to State Accounting for approval.
4. Approved encumbrances are returned to the institution.
5. The institution prepares a State of Ohio voucher for the amount of the invoice and submits it electronically through the OAKS system.
6. The voucher is approved by the Office of Budget and Management and a warrant is mailed, or sent via electronic funds transfer, to the institution.

Action Fund awards are made with the expectation that the institution will access the funds and have the project in place within a period of time not to exceed one year. If for

some reason the project cannot be initiated within this twelve-month period, the Vice Chancellor for Research and Economic Advancement must be notified as soon as possible with the reasons why the project is being delayed. All questions regarding the access to capital funds should be addressed to the Chancellor's Office of Capital Development.