

# OFFICE OF RESEARCH DEVELOPMENT AND ADMINISTRATION

## PROCEDURE

### Continuing Renewals

Many agencies fund grant awards on a non-competing renewal process. With this type of award, an agency funds the project on a year-by-year basis. The renewal funding is often contingent upon the submission of progress and financial reports. While the particulars for non-competing renewals may differ slightly, there is a cycle of events that is fairly common, including:

- A proposal describing a multi-year project is submitted in response to a competitive call;
- The Sponsor makes an award and distinguishes between “Project Period” and “Budget Period.”
  - Project Period covers the entire multi-year period in which grant activities will occur
  - Budget Period includes the period for which funding has been authorized
- Near the end of the Budget Period , a progress report and sometimes a financial report are submitted to sponsor
- Sponsor makes a decision to continue funding based on spending and progress towards the goals of the original grant application.

When a sponsor makes awards on a non-competing renewal basis, EMU must process funding for each budget period separately as the Sponsor approves new funding for subsequent Budget Periods.

In an effort to ensure a smooth transition between new budget periods and mitigate any disruption in the employment of project personnel on non-competing renewal grants, ORDA asks PI/PDs to contact their pre-award officer 90 days before the end of the current budget period to:

1. Complete a budget proposal for the upcoming budget period and submit and route through Cayuse for internal approvals;
2. Prepare, and include in the Cayuse file, any revisions to the scope of work included in the original proposal; and
3. Share with ORDA any updates or information on funding that you may have received from the Sponsor.

If a renewal award is not received 60 days prior to the end of current budget period, work with ORDA to establish a hardship account, or secure documentation needed to extend the end date as appropriate. Before hardship spending can be authorized, a Cayuse proposal must be certified and submitted by the Principal Investigator/Project Director for routing and review. Once approvals are completed, ORDA can request that a fund be established/extended. Forty-five days before the end of the budget period provides sufficient time to update personnel paperwork so that employment is not disrupted.

More detail about hardship accounts can be found in the university's [Externally Sponsored Projects Procedure](#).

When the Award Notice is issued by the sponsor, ORDA can assist the Principal Investigator/Project Director with any final revisions that might be required.

### Non-Competing Renewal Timeline for Establishing New Funds/Extended Funds

