

## OCFR PROCEDURES FOR PROCESSING GRANT AGREEMENTS FOR SIGNATURES

**Step One:** Upon receiving a grant agreement or amendment requiring an ASUF signature, OCFR opens grant file including agreement, proposal, budget, University Acceptance Form, and fee policy (if applicable).

*Note – award documents regarding funds to be administered by ORSPA, that do not require signature, are sent directly to [notifications@asu.edu](mailto:notifications@asu.edu).*

**Step Two:** Determine if funds are to be administered by ORSPA or ASU unit. Per ASU-ASUF [Charitable Grant Guidelines](#), charitable grants with a line-item budget, scope of work, and/or PI are accepted by ASUF and administered by ORSPA.

**Step Three:** If funds are to be administered by ORSPA, OCFR requests an ASUF grant account in IFAS. If the funds are to be administered by the ASU unit, the unit requests the account and provides OCFR with the account number.

**Step Four:** OCFR reviews grant terms.

- If there are “red flag” issues such as unacceptable IP terms, OCFR submits the agreement to OKED and ASUF Finance for review and revisions.
- If revisions are required, OCFR and/or ORSPA propose the necessary changes to the donor.
- Once the terms are acceptable, OCFR sends the agreement and University Acceptance Form to the benefitting unit for the Dean’s review and signature.

**Step Five:** Once OCFR receives the signed University Acceptance Form, the agreement is ready for ASUF signature(s).

**Step Six:** The ASUF Treasurer signs the agreement.

- If the donor has not signed already, the agreement is returned to the donor for countersignature. The AVP of Corporate and Foundation Relations provides the second ASUF signature, after the donor has signed. (Grants for less than \$20,000 only require one ASUF signature.)
- If the donor signed the agreement before the Treasurer, the AVP of Corporate and Foundation Relations signs the agreement and OCFR returns the fully-executed agreement to the donor.

**Step Seven:** If the funding is to be administered by ORSPA, OCFR sends an email to [notifications@asu.edu](mailto:notifications@asu.edu) including:

- A copy of the executed agreement or amendment (unless only a check or wire transfer was sent)
- Grant amount
- Donor name
- ORSPA funding proposal ID (FP#)
- IFAS account number
- ASUF proposal number

*ORSPA then creates an ASU/ORSPA account so that funds can be transferred from ASUF to ASU/ORSPA.*

**Step Eight:** OCFR enters reporting requirements in grants calendar and finalizes paperwork for grant file.

**Step Nine:** ASUF Finance distributes the fully-executed agreement to ASUF, ASU unit, PI and RA.

**Step Ten:** If ASU units want to know when funds arrive, units send a message to [foundation.financial.services@asu.edu](mailto:foundation.financial.services@asu.edu) (FFS) to let FFS know that they are expecting funds. ASUF Financial Services will then open a ticket and notify the unit when funds arrive via FFS mail.

*For questions regarding charitable grants, please contact [ocfrgrants@asu.edu](mailto:ocfrgrants@asu.edu).*