

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 Si ncome

Completed Internal Budget form.

Codes?

Monthly billings required)

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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?