# COA - What to do when you get the COA

1. Forward the email received from Research Office to Center Admin
	1. Admin sets up folder for proposal
	2. Admin adds new purpose code to funding spreadsheet
2. Add to Purpose Code list for Center or Department
	1. FSU Shared drive > Shared> Center/Dept
	2. Email updated list to: Dept Director, Center Director, PI
3. Review terms on CoA – pay special attention to F&A rate; dept id, start & end dates and any special terms & conditions, modifications or milestones
4. Move COA from email to proposal folder in shared drive for that Department/Center –
5. Set up LAM allocations based on the grant budget – Enter on the Salary spreadsheet and enter into the LAM.
	1. Set up cost share if required by grant.
6. Forward the COA email from the Research Office to all other departments with projects on the award.
	1. Communicate any important features of the award they need to know about
		1. Reporting requirement timelines
		2. Cost share commitments