

Sample New Award Set-Up Checklist

The purpose of this checklist is to assist administrators at the start-up of a new award to:

- Review the award information for accuracy*
- Discuss award set-up with the PI/Co-PIs/Research team*
- Ensure all project accounts (indexes) are established*
- Ensure all expenses are appropriately allocated and documented.*

Review award notification received from Central (School) Sponsored Programs Office:

- _____ Read and review terms and conditions of award notice. Note of any commitments/restrictions that will impact administrative and financial management of the award: effort commitments, budget restrictions, reporting and billing requirements, etc.
- _____ Review Sponsored Programs information, notify SP if any award data is inaccurate
- _____ Review sponsor awarded budget
- _____ Review personnel commitments entered in effort system, ensure Key Personnel commitments are accurate as reflected in the award. Request updates or note changes as needed.

Review the award with the Principal Investigator (Co-PIs/Research team as appropriate):

- _____ Highlight award terms and conditions for the PI such as: effort commitments, publication restriction, reporting and billing requirements, deadlines, etc.
- _____ Review awarded budget with the PI and update internal (working) budget plan as needed
- _____ Get PI confirmation of initial effort allocation of all faculty/staff assigned to the project
- _____ Review department/university purchasing and ordering procedures
- _____ If subawards, work with the PI to finalize budget and develop a statement of work for all planned subawards
- _____ If collaborating departments, work with the PI and other collaborating departments to allocate budget subindexes and confirm effort commitments for faculty/staff outside the home department

Work with Grants and Contracts Accounting (Post-award) to establish project indexes:

- _____ Contact grants and contracts office (post-award) to ensure an award index is established for project
- _____ If subawards or collaborating departments, request all necessary subaward indexes, subproject indexes, and cost share indexes for the project
- _____ Provide a detail award budget for grants and contracts office (post-award) to load/post into the financial accounting system and to include budget allocations to subawards/indexes as applicable.
- _____ Review all indexes created by grants and contracts office (post-award) to ensure the responsible department is correct, F&A cost recovery allocations are correct, budget load is accurate, etc. (check financial accounting system)

After award has been established in financial accounting system:

- _____ Process action forms to add project personnel at the PI approved effort levels
- _____ Notify collaborating departments to process action forms of their faculty/staff, confirm effort levels
- _____ Begin charging project costs to all indexes, (as applicable)
- _____ Submit subaward requests to Central (School) Sponsored Programs Office (as applicable)
- _____ Develop a department grant file and financial reconciliation system to ensure grant records and all supporting documentation are stored appropriately