New Award Set-up Checklist – Updated 11/18/14

**Purpose:** An aid for administrators at the start-up of a new award to: review the award information to ensure accuracy, discuss award set-up with the Principal Investigator, ensure all needed project accounts are established and expenses appropriately allocated and documented.

**Review award notification received from OSPAWARD:**

- Read terms and conditions of award notice. Make note of any commitments/restrictions that will impact administrative and financial management of the award: effort commitments, budget restrictions, reporting requirements, etc.
- Review OSP Info Ed Snapshot, notify OSP if any of the award data appears inaccurate
- Review sponsor awarded budget
- Review personnel commitments logged in Info Ed, ensure Key Personnel commitments are accurate as reflected in the award. Request updates as needed.

**Review the award with the Principal Investigator:**

- Highlight important award terms and conditions for the PI such as: effort commitments, publication restriction, reporting requirements, deadlines, etc.
- Review awarded budget with the PI and update internal budget plan as needed
- Get PI confirmation of initial effort allocation of all faculty/staff assigned to the project
- As applicable work with the PI to finalize budget and develop a statement of work for all planned subawards
- As applicable work with the PI and other collaborating departments to allocate budget to subaccounts and confirm effort allotment for faculty/staff outside the home department

**Work with Grants and Contracts Accounting to establish project indexes:**

- Contact G&C to ensure an award index is established once OSP releases its award notification
- Request all necessary subaward indexes, subaccounts, and cost share indexes for the project
- Provide a detail budget for G&C to load into Banner to include allocation of funds to subawards/accounts as applicable.
- Review all indexes created by G&C to ensure the responsible department is correct, FACR allocation is correct, Budget load is accurate, etc. (Banner screens FRAGRNT, FRMFUND, FRIGITD and the Research Dashboard)

**After award has been established in Banner:**

- Use the Dashboard Data Verification and Troubleshooting guides to ensure that the award is displaying correctly on the PI Dashboard
- Key PAFs to add project personnel at the PI approved effort levels
- Notify collaborating departments to key PAFs of their faculty/staff, confirm effort levels
- Begin charging appropriate cost share to cost share indexes
- Submit subaward requests to OSP as applicable
- Develop a department grant file and financial reconciliation system to ensure grant records and all supporting documentation are stored appropriately