

**Proposal Title:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_

**Submission Deadline:** \_\_\_\_\_

### **Pre-Award Checklist**

- \_\_\_\_\_ Proposal Information entered in Cayuse 424 and set Permissions for initial review
- \_\_\_\_\_ Meeting with Coordinator of Proposal Development
- \_\_\_\_\_ Narrative/Budget Development and Review
  - \_\_\_\_\_ Narrative Outline
  - \_\_\_\_\_ Budget
  - \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ IRB Confirmation (Exempt, Expedited, or Full Review)
- \_\_\_\_\_ Grantor Forms Information i.e., DUNS #, FEIN #, etc.
- \_\_\_\_\_ BA Form 42 – Signatory process – Begin at least 5 days prior to submission deadline
- \_\_\_\_\_ Submission / NSF ID Set-up; Grants.gov; etc.

### **Award Checklist**

- \_\_\_\_\_ Award Notice/Contract to Restricted Funds Accounts
- \_\_\_\_\_ Authorized Official Representative Signatures
- \_\_\_\_\_ Grant Management Meeting with Restricted Funds Accountant and Project Manager
- \_\_\_\_\_ Move Required Match
- \_\_\_\_\_ Create Grant Budget
- \_\_\_\_\_ PI Banner Finance Access
- \_\_\_\_\_ Notify PI re: Budget Number and Requirements of Grant
- \_\_\_\_\_ Receipt of ALL payments

### **Post Award Checklist**

- \_\_\_\_\_ Determine/Review Internal Documentation
- \_\_\_\_\_ Development of Project Spending Timeline
- \_\_\_\_\_ Development of Reporting Timeline
- \_\_\_\_\_ Development of Project Timeline
- \_\_\_\_\_ Paperwork
  - \_\_\_\_\_ Extra Compensation
  - \_\_\_\_\_ Invoices
  - \_\_\_\_\_ Salary Buyout
    - \_\_\_\_\_ Timesheets