AWARD KICKOFF CHECKLIST

o Award Details

Award Title			
Begin Date	**End Date**	**Extension Date(s)**	
Sponsor			
Agency Fund			
Cost Share (Match)			
PI	**Phone**	**Email**	
Grant Administrator		**Phone**	**Email**
Award Bookkeeper		**Phone**	**Email**
NOTES			

o Important Dates

Due date of financial reports		**Due date of final report**	
Due date of IACUC, IRB protocol renewals if required		**Due date of subreports**	
Sponsor deadlines for budget changes or extension approvals		**Reporting frequency to agency**	

o Discussion Checklist with PI

Review:

☐	University and sponsor requirements as they pertain to the project
☐	Budget restrictions
☐	Important performance dates (see table above)
☐	Data plan (confidentiality and security)
☐	Material transfer agreements (data sharing)
☐	Special expenses?
☐	RCR requirements
☐	Animals: IACUC protocols
	Protocol # Titles #
☐	Human Subjects: IRB protocols and human subject requirements
	Protocol # Titles #
☐	Program Income (Additive or Deductive)
☐	Intellectual Property: Are there contractual issues of who will own IP? Will project create IP with future monetary gains?
☐	HR plans: Who are you hiring? When will they begin? What are you paying that person to do?

☐	Export Control: Are there export control restrictions?
☐	Effort: Who is updating salary distribution?
☐	Cost share/match
☐	Travel (Review updated travel policies, double-check sponsor budget restrictions)
☐	Purchasing (equipment: bid? sole source?)
☐	Consultant/Prof Services: Statement of Work, data collection, travel reimbursement, start/end dates, other expenses
☐	Subawards (budget, sub scope of work, schedule of reports, invoice process, allowability of costs)
☐	Preaward expenses/Award setup displays: need to move expenses? Justifications?
☐	Contract modifications: key personnel, subawards, rebudgeting, NCE, etc.?

o **Project Closeout**

Review:

☐	Monitor salary obligations, set up end dates in Payroll.
☐	Make plans, if appropriate for personnel to be moved to a new project on which they will be working.
☐	Purchases in the last 60 days of the project period should be reviewed closely for possible disallowances. *Purchases within the last 60 days of a grant period are a known risk indicator communicated by auditors. If an item must be purchased within 60 days from a project's end, it is recommended that the purchase be encumbered and the justification for the purchase explain the reason for the timing.*
☐	Has PI confirmed all collaborators/subs have completed their work and invoiced the university within their timeframe?
☐	Close down p-cards?
☐	Close purchase orders, remove encumbrances.
☐	Ensure all travel has been completed and reimbursed.
☐	Work with PI to determine where capital equipment goes – Return? Request transfer of title?
☐	Fund cost share requirements.
☐	Work with Sponsored Program Administrator to close subawards.
☐	Stop spending against project by the end date.
☐	Submit the final financial report on time.
☐	Submit technical reports on time.

By signing this document, the PI acknowledges that the checked items have been explained.

PI Signature_____   Date: _____

Roles and Responsibilities
Roles and Responsibilities in Grant Management Processes

Principal Investigator (PI)
The Principal Investigator has the primary responsibility for the scientific, technical and fiscal leadership of the project. The Principal Investigator has the following post-award responsibilities.

Project Management
- Reviews the award document for agency requirements.
- Manages the project according to the proposal narrative and/or Statement of Work (SOW).
- Expends and manages funds in conformity with the approved budget, including for the subaward(s).
- Monitors cost share requirements and fiscal documentation.
- Completes timesheets and time and effort certifications generated by Grant Accounting.
- Adheres to compliance policies for university, federal and sponsor - Animal Subjects, Export Control, etc..
- Maintains property and equipment according to policies; notifies the department and Facilities and Business Services of receipt, return of equipment or property.
- Contacts the Office of Research regarding any issues related to Intellectual Property and Export Control.

Project Changes
- Secures approval of the funding agency if the SOW is modified.
- Secures approval of the department chair, dean, and Office of Research if the SOW is modified.
- Completes the required Office of Sponsored Programs request for budget or project revision form if the SOW is modified.
- Notifies the Office of Sponsored Programs in writing if there is a change in the conflict of interest status of the investigator(s) prior to the time of award or after a contract is issued.

Project Closeout
- Writes and submits final technical and operational reports.
- Works with Grant Accounting to confirm final financial reports and documentation.
- Completes the Project Closeout Form, addressing all items.
  - Confirm the above items
  - Report inventions, if any
  - Confirm animal subject closeout protocols are complete
  - Arrange archiving of study results and data

Bookkeeper
- Assists the Principal Investigator with budget monitoring to ensure expenditures are authorized.
- Communicates with the Principal Investigator and university staff to resolve budget management issues.
- Reviews invoices and expenditures to ensure funds are disbursed for the proposed expenditures to ensure compliance with university policy and agency regulations.
- Develops and maintains document and record management.
- Audits and reconciles award, invoices and expenses for budget alignment.
- Audits records regularly and maintains records as document evidence.
- Reconciles requisitions and purchases to Banner expenditure reports on a monthly basis.
- Ensures cost transfers are submitted as soon as possible and within 90 days of discovery of any discrepancy.
- Assists with travel claims, purchase orders, processing of student timesheets and any other transaction to be housed in the award.

Office of Research
- Monitors project and research to ensure compliance.
- Negotiates agreements, contracts and grants.
- Facilitates the execution of agreements, contracts and grants.
- Acts as institutional authority as to acceptability of sponsor requirements.
- Coordinates training for compliance of agreements, contracts and grants.
- Facilitates the protection of Intellectual Property and Technology Transfer.
- Facilitates meetings with Principal Investigator, Business Office, and other appropriate departments and units.

Grant Accounting
- Collaborates with the bookkeeper to enforce accounting principles for fiscal management.
- Reviews invoices to ensure enforcement of university policy and federal regulations.
- Submits invoices to funding agency for payment within a reasonable time period as articulated in the agreement.
- Responds to issues relative to billing or invoicing the agency for funds expended on the project.
- Prepares and submits any required financial reports as articulated in the agreement.