POST AWARD ACTIONS CHECKLIST

NEW ACCOUNT SET UP AND NON-COMPETING CONTINUATION:

Notice of Award
Department Award Setup Form and budget allocation(s)
Compliance documents (COI report, IRB or IACUC approval letter, R & R form and subcontract & consultant FCOI certification)
Updated project team

MIDAWARD ADVANCE SET UP:

Compliance documents (COI report, IRB or IACUC approval letter and subcontract & consultant FCOI certification)
Pending file:
  RASCAL Data Sheet
  Automated emails confirming submission of application
  Application
  Low IC Analysis, cost share letter, salary confirmation letter, etc.
  Non-competing continuation guidelines

NON-COMPETING CONTINUATION YEAR SET UP (This excludes the midaward advance set up. It applies when a continuation application is not required)

Compliance documents (COI report, IRB or IACUC approval letter, ORCT clearance, subcontract & consultant FCOI certification, and Visual Compliance report)
Updated project team
Department Award Setup Form and budget allocation(s)
Pending file:
  RASCAL Data Sheet
  Low IC Analysis, cost share letter, salary confirmation letter, etc.
  A copy of the latest progress report and financial report per terms and conditions of the award.

REBUDGETING AND ADDING ADDITIONAL FUNDS TO AN EXISTING BUDGET PERIOD:

Department Award Setup Form and budget allocation(s)
Revised Notice of Award or Amendment (for adding additional funds action only)
IPASS form (if applicable)
Email with request from department or any other internal office such as SPF, Controller’s Office, etc. (if applicable)
Pending file (if additional funds are related to a supplement)
  RASCAL Data Sheet
  Automated emails confirming submission of proposal
  Proposal
  Low IC Analysis, cost share letter, salary confirmation letter, etc.
  Program announcement or guidelines

NO COST EXTENSION:

Revised Notice of Award, amendment or sponsor letter
IPASS form (if applicable)
Updated project team
Compliance documents (RASCAL, COI report, updated project team list, IRB or IACUC approval letter and R & R form)
Email with request from department or any other internal office such as SPF, Controller’s Office, etc. (if applicable)

COST EXTENSION:

Department Award Setup Form and budget allocation(s)
Revised Notice of Award, amendment or sponsor letter
IPASS form (if applicable)
Updated project team
Compliance documents (COI report, updated project team list, IRB or IACUC approval letter and R & R form)
Email with request from department or any other internal office such as SPF, Controller’s Office, etc. (if applicable)
Pending file:
  RASCAL Data Sheet
  Proposal
  Low IC Analysis, cost share letter, salary confirmation letter, etc.

CHANGE OF PI:

Revised Notice of Award, amendment or sponsor letter
Email with request from department or any other internal office such as SPF, Controller’s Office, etc. (if applicable)
Compliance documents (COI report)