






New Award Checklist


	Contract Basics
	Read your entire award package
	<p>1. Verify specifics on the award notice including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal Investigator <input type="checkbox"/> College, Department, and OUC <input type="checkbox"/> Program type <input type="checkbox"/> Amount of this action and total funding-to-date <input type="checkbox"/> Current budget period dates and total anticipated project dates <p>**Note the comments section of the award notice, as important information may be detailed here**</p>
	<p>2. Check to see if the award contains any of the following, and contact Contracts and Grants if necessary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fabricated equipment <input type="checkbox"/> Food costs or workshop fees <input type="checkbox"/> Program income <input type="checkbox"/> Subcontractors <input type="checkbox"/> Budget restrictions <input type="checkbox"/> Project modification requirements <input type="checkbox"/> Participant support costs <input type="checkbox"/> Summer Salary and Release Time <input type="checkbox"/> Unlike circumstances <input type="checkbox"/> Regulatory issues (Export controls, IRB or IACUC) <input type="checkbox"/> Requirement to submit direct or cost share receipts <input type="checkbox"/> Technical tasks and deliverables (must be within the project period of performance)
	Important Tasks
	<p>1. Make note of important deadlines and set up a process to generate reminders to the Principal Investigator concerning these due dates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interim and final progress reports <input type="checkbox"/> Interim and final financial reporting and invoicing <input type="checkbox"/> Federal appropriation limits <input type="checkbox"/> Requests for award modifications (NCE's, rebudgets, etc.)
	<p>2. Check award for any cost-sharing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effort <input type="checkbox"/> Non-Salary MTDC <input type="checkbox"/> Equipment & tuition <input type="checkbox"/> Contracts and grants <input type="checkbox"/> Subcontractors <input type="checkbox"/> Third party/other or multiple accounts under prime
	<p>3. Return cost share memo (within 30 days of receipt)</p> <p>4. Verify key personnel effort and set up distribution and TEARS</p>
	<p>5. Confirm budget entered in the Wolfpack Reporting System (WRS) correctly reflects sponsor approved budget in award</p> <p>6. Confirm that the Facilities and Administrative (F&A) rate listed in proposal and award is reflected in WRS and has been calculated correctly</p>

	7. Request segments if needed
	8. Review the program type to determine whether the project falls under the Organized Research, Instruction, or Public Service category: <ul style="list-style-type: none"> ❖ Organized Research – all research and development activities of an institution that are separately budgeted and accounted for ❖ Instruction – the teaching and training activities of an institution ❖ Public Service – programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research

	Export Controls
	Note any Export Control issues in the award: Export Control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade . Export controls usually arise for one or more of these reasons: <ul style="list-style-type: none"> ❖ The nature of the export has actual or potential military applications or economic protection issues ❖ Government concerns about the destination country, organization, or individual ❖ Government concerns about the declared or suspected end use or the end user of the export

	Budget Review
	1. Compare the budget in the award to the budget entered in the Wolfpack Reporting System (WRS) . <ul style="list-style-type: none"> ❖ If there is an error with the budget, send an email to the Fiscal Manager, noting the correction needed. ❖ Confirm that the Facilities and Administrative (F&A) rate listed in proposal and award is reflected in WRS and verify it has been calculated correctly. If an error is detected, send an email to the Fiscal Manager.
	2. Note any Summer Salary and Release Time in the award budget. <p>Summer Salary (1116) refers to the salary that a 9-month faculty member receives during the summer months. This pay is almost always initiated due to a Principal Investigator's (PI) work on a sponsored project during summer months and prepared for:</p> <ul style="list-style-type: none"> • May 16 – May 31 • June 1 – June 30 • July 1 – July 31 • August 1 – August 15 <p>Release Time (1118) refers to the time a PI is being released from other duties, such as teaching a course to work on a sponsored research project.</p> <ul style="list-style-type: none"> • Fall of current academic year: August 16 – December 31 • Spring of current academic year: January 1 – May 15

	Important Deadlines
	<p>1. Set up a system to generate reminders to the Principal Investigator concerning these due dates.</p> <ul style="list-style-type: none"> • Budget end date • Federal appropriation limits • Financial reporting and invoicing • Award Modifications (NCE's, rebudgets, Subcontracts) • Note the due date for annual progress reports and final technical reports. <p><i>**Failure to comply with annual progress reports and final technical reports not only affects future funding for the department and college, but could impact the entire University.**</i></p>
	<p>2. Implement an ongoing method to document/save invoices at the department/college level when a deliverable schedule or back-up documentation is required on the project. Be prepared to supply C&G with this required information.</p>

	Cost Sharing
	<p>If there is effort and not direct salary, a Cost Share setup should be entered into TEARS. At times, you will receive a cost-sharing confirmation from C&G that requires you to complete, sign, and return within 30 days.</p>
	<p>Implement an ongoing method to document non-TEARS effort, non-salary MTDC, equipment & tuition, subcontractors, and third party cost share.</p> <p>This documentation may be required throughout the life of the award and will be required at project closeout.</p>