New Award Checklist

➢ Read your entire award package

➢ Award Notice - (It is important to review the details on the notice of sponsored project award cover page with WRS P1 report to make sure the following items are correct.)

- Principal Investigator
- Agency Award Number
- OUC, College, and Department
- Amount Of This Action
- Current Budget Period
- Total Funding to Date
- Anticipated Project Dates
- Program Type
  - Organized Research - Research activities administered and budgeted separately from instructional departments.
  - Instruction - Any project where the primary function consists of the activities which lead to credit towards a degree or provide a requisite preparatory/remedial instruction.
  - Public Service- Programs and projects financed by federal and non-federal agencies with specific purpose of responding to a community need or solve a community problem.
- Comments
  - **Note the comment section of the award notice, as important information may be detailed here**

➢ Agreement

- Budget Restrictions
- Carryforward
- Project Modification Requirements
- Federal Appropriations
- Cost Share Requirements
  - Set up and track all cost share (Effort, Third Party, In-Kind, etc.)
- Participant Support Costs/Research Experiences for Undergraduates
- Program Income
  - Additive Method - Program income funds are added to the sponsored award commitment and used to further eligible project or program objectives. Funds may be retained and used to further eligible project or program objectives during the term of the award. Generally, if the award is silent on the treatment of program income, the additive method is the default approach used for applying program income to sponsored awards.

Updated: 3/27/18
Example: The sponsored award amount was $100,000. $10,000 of program income is generated. The total allowed project costs are now $110,000 ($100,000 expensed on the original award amount and $10,000 expensed in another ledger 5 on the program income earned).

- When additive method is used for a ledger 5 account you must request an additional ledger 5 for tracking purposes via chartfield system.

- Deductive Method - Program income funds are deducted, or off-set, from the total award allowable costs to determine the net allowable costs on which the sponsor's share of costs is based. Example: The sponsored award amount was $100,000. $10,000 of program income is earned. The program income must be used to offset the award amount from the sponsor and reduces the total award amount to $90,000. Total available funds for the project remain at $100,000 ($90,000 from the sponsored award and $10,000 from the program income earned.)

- When deductive method is used for a ledger 5 account you must apply program income as a credit to expense code 53998.

- Subcontractors
  - PMR is required to initiate the subcontractor agreement

- Equipment
  - Once equipment is received you must contact capital asset management team for proper tagging of equipment.

- Fabricated Equipment
  - Must initiate PMR request to have project coded for fabrication
  - Once equipment is built you must contact capital asset management team for proper tagging of equipment.

- Food Costs Exemption
  - Must initiate chartfield request to have project coded for food purchases

- Unlike Circumstances

- Reporting Requirements (Labor hours, receipts, cost share, etc.)
  - Must submit any necessary back-up documentation to Fiscal Manager before reporting deadline to include on reports to sponsor.

- Reporting Deadlines (Interim/Final Financial and Technical)
  - Interim/Final technical reports must be entered into RADAR

- Closeout Deadlines
  - If No Cost Extension is needed requests should submitted before the deadline.
  - All records must be kept until the agreed record retention period has expired.

- Regulatory Compliance Issues (Export controls, IRB, IACUC)

- Technical Tasks and Deliverables (must be within the project period of performance.)
Important Other Tasks

- Confirm budget entered in Wolfpack Reporting System (WRS P1) correctly reflects sponsor approved budget in Award
- Confirm the Facilities and Administrative (F&A) rate listed in proposal and award is reflected in WRS P1 and has been calculated correctly
- Set up all personnel to be charged to project (academic year salary, summer salary, and/or TEARS)
- Complete cost share set up in TEARS for effort not directly charged to project
  - Complete, sign, and return cost share memo within 30 days of receipt
- Request segment account via a chartfield request if needed
  - Receiving department must obtain lead PI permission and load as attachment into chartfield request
- Make note of important deadlines and set up a process to generate reminders for these due dates:
  - Federal appropriation limits
  - Financial reporting and invoicing
  - Technical reporting
  - Award modifications