

## New Award Checklist

*Please print and use the New Award Checklist below to get started. The guidance provided in this document may vary based upon actual assignment of duties with regard to departmental and unit needs.*

### Award Setup

- Receive the award setup email from Sponsored Projects Finance (SPF) This will include the Notice of Award (NoA). Read the NoA carefully and highlight special terms and conditions, check to see if there was a budget reduction, note reporting deadlines, check if the proposal falls under the Federal Demonstration Partnership (FDP), and if carryover is allowed without prior approval.
- Notify the Principal Investigator (PI) of new award and provide the award setup email with the NoA attached, along with the full chartstring. Ensure that you discuss and clarify any special terms and conditions, budget reductions, or other critical details with the PI. If the project involves multiple PIs with separate budgets or subrecipients, coordinate with the PI to determine the budget allocation and ensure a clear understanding of the financial arrangements.
- Discuss payroll changes that are needed with the PI to move personnel onto new projects and coordinate with appropriate HR offices.

### Project and Task Setup

- Submit a request to create additional tasks if there are subawards and multi-PIs to the SPF award accountant.
- If the award has cost sharing, make sure the SPF award accountant has set up a cost sharing specific project; if not, alert SPF that cost sharing is included and needs to be set-up.

### Roles and Access

- Make sure the PI, task manager(s) and fund manager(s) have appropriate project/task roles; submit a Services & Support (SNOW) ticket (if necessary).

### Documentation and Organization

- Create electronic folder on department. Below is an example of how to organize the folder:
  - Format: <Agency>\_<Grant #>\_<Kuali Research Award Number>\_<Project Number>\_<Award Project End Date> **Example: NIH R35GM141939 307060 2016062 6.26**
- Include award correspondence documents (award setup, agency communication, No Cost Extension [NCE] notices).
- Include internal documentation (cost transfers, budget allocation backup, PI documentation).
- Include the NoA.

- Format: <Agency>\_<Grant # including Grant Year>\_<Kuali Research Number>\_<Award Budget End Date> **Example: NIH R35GM141939-01 307060**

## 6.26

- Include proposal files.
- Include pertinent reports.
- Include subawards (if applicable).

## Budget Allocation and Reporting

- Submit budget allocation in Oracle Financials Cloud (OFC) (if budget is being divided among multiple tasks, get approval from PI to submitting budget allocation).
- Add report due dates (Research Performance Progress Reports [RPPRs] Financial Expense Reports [FERs], etc.) to calendar.
- Add new project/task(s) to PI fund report.
- Check to see if the PI has budgeted effort on award; put together a plan for how effort will be charged during the budget year (through Summer Salary, Faculty Salary Exchange Program [FSEP], General Campus Compensation Plan [GCCP], or Health Sciences Compensation Plan [HCOMP]).

## Subaward Setup

- Create subaward in Kuali Research (if applicable).