

## Award Management Checklist

Title: \_\_\_\_\_

Org Unit: \_\_\_\_\_ Sponsor: \_\_\_\_\_

PI's Name: \_\_\_\_\_ Award ID: \_\_\_\_\_

Department: \_\_\_\_\_ Project Period: \_\_\_\_\_

OSPA Contact: \_\_\_\_\_ Account #: \_\_\_\_\_

SPA Contact: \_\_\_\_\_ Total Award: \_\_\_\_\_

Award Type: \_\_\_\_\_ Initial Project Period: \_\_\_\_\_

Dept. Financial Contact: \_\_\_\_\_ Initial Award Amount: \_\_\_\_\_

Grants Hub Contact: \_\_\_\_\_ Department Post Award Contact: \_\_\_\_\_

Unusual Terms & Conditions: \_\_\_\_\_ Gold Sheet Number: \_\_\_\_\_

Equipment :  YES  NO if "YES", vests with: \_\_\_\_\_ Consultants:  YES  NO

Cost Share:  YES  NO if "YES", cost share overview completed:  YES  NO

### COMPLIANCE

Human Subjects:  YES  NO Date IRB Approved: \_\_\_\_\_ Approval #: \_\_\_\_\_

Vertebrate Animals:  YES  NO Date IACUC Approved: \_\_\_\_\_ Approval #: \_\_\_\_\_

IBC:  YES  NO  rDNA  Synthetic Nucleic Acids  Biohazardous Materials  Radioactive Materials Approval #: \_\_\_\_\_

MTA Needed:  YES  NO Anticipated Patent:  YES  NO

Agency Conflict of Interest Complete:  YES  NO RCR Training Required:  YES  NO

Export Controls:  YES  NO Action Needed: \_\_\_\_\_

Compliance Notes: \_\_\_\_\_

*Continued . . .*



**REPORTING**

Technical/Progress Reports Due Dates: \_\_\_\_\_ Notes: \_\_\_\_\_

Final Report Due Date: \_\_\_\_\_ Notes: \_\_\_\_\_

ISU Co-PI: \_\_\_\_\_ Dept: \_\_\_\_\_ Account: \_\_\_\_\_

ISU Co-PI: \_\_\_\_\_ Dept: \_\_\_\_\_ Account: \_\_\_\_\_

ISU Co-PI: \_\_\_\_\_ Dept: \_\_\_\_\_ Account: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ PI: \_\_\_\_\_ Amount: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ PI: \_\_\_\_\_ Amount: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ PI: \_\_\_\_\_ Amount: \_\_\_\_\_

Subrecipient: \_\_\_\_\_ PI: \_\_\_\_\_ Amount: \_\_\_\_\_

**PRE-CONSULTATION CHECKLIST:**

- Budget and budget narrative reviewed
- Review award T&C, sponsor T&C and RFP
- Review proposal summary/abstract
- Review GoldSheet, PI award history
- Review Subawardee budget/scope of work
- Review E-Data Financial and Account Summary

**DURING CONSULTATION:**

- Review of Award
- Answer Questions/Concerns
- Handout relevant resources
- Note any follow up that is needed

**NOTES & FOLLOW UP**

