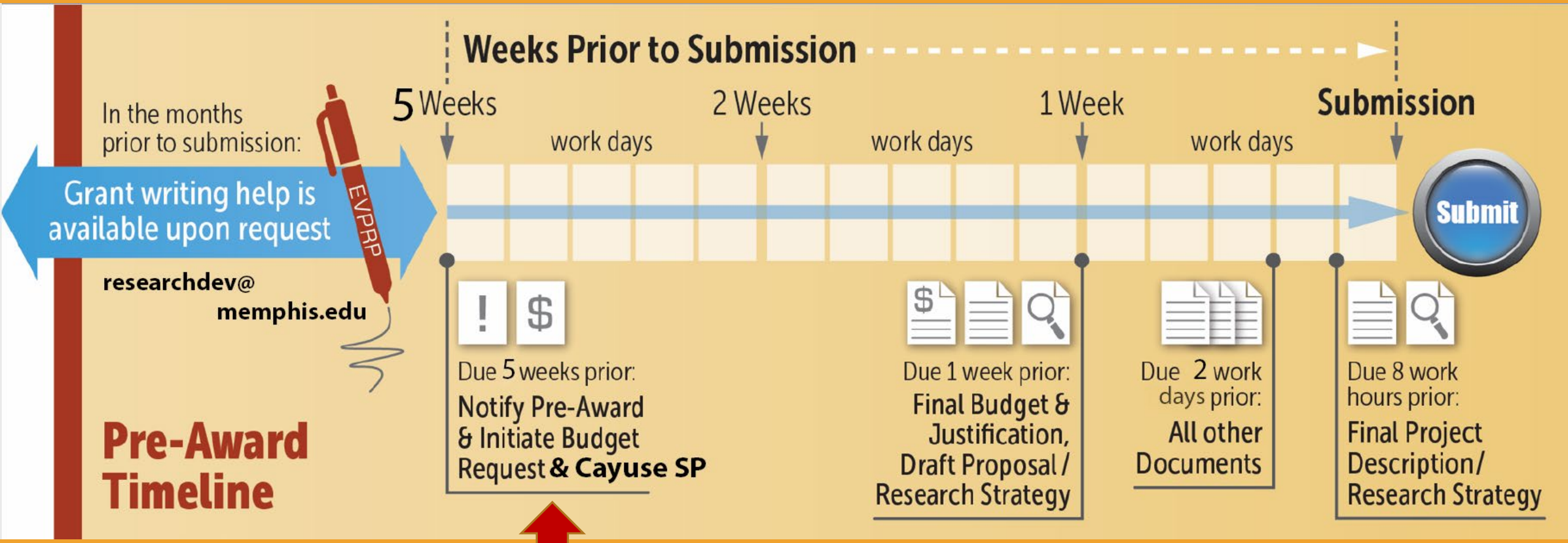
Pre-Award Coordination

Especially for CAS

Pre-Award Coordinators....

…support PI research by coordinating key parts of the grant application process.

- Act as liaison between researchers and OSP/Post-award to ensure timely, compliant and accurate grant submission
- Identify funding opportunities and collaborative partners
- Develop checklist of required documents and timeline for submission
- Assist PIs to develop internal budget and justification
- Assist with Cayuse record entry (Cayuse SP, 424)
- Communicate with sub-recipients for institutional documentation
- Review full proposal for compliance
- Connect PIs to training and workshops



Include your PAC at this stage!

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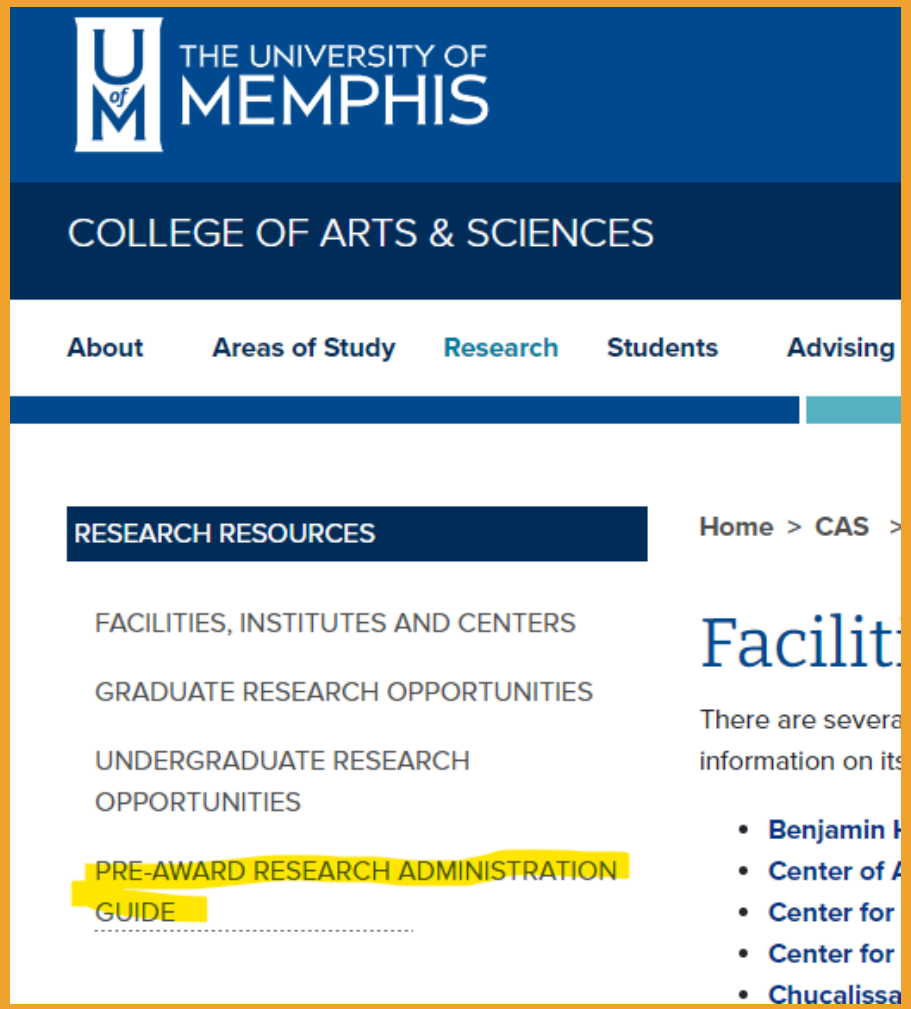
Pre-Award Handbook

https://www.memphis.edu/cas/research

This new resource is available for CAS PIs and researchers to use when preparing funding applications.

The Pre-Award Research Administration Guide (or “Handbook”) is listed on the left side menu on the CAS website.

Make sure to read through and save this document. It includes important information answers frequently asked questions.



Additional Research Resources

Available on CAS website

- Templates:
  - Internal budget
  - Abstract
  - Statement of Work
  - Budget Justification/narrative
  - Budget Impact Statement
  - Facilities and Other Resources
- No Cost Extension form
- Subrecipient vs Contractor determination
- Incoming award checklist
- Grant deadline estimations