

# ✓ INCOMING AWARD CHECKLIST

Congrats! Your grant application was funded. Now what? Make sure these items are in place so your award can be processed quickly.

---

## COMPLIANCE

---

- ✓ Financial Conflict of Interest Responsible Personnel List
  - Ensure that the required form is complete, accurate and uploaded onto the Cayuse proposal record.
- ✓ Financial Conflict of Interest
  - Investigators engaged in sponsored activity must complete the disclosure form annually and CITI COI training every four years. Ensure that appropriate team members are also in compliance.
- ✓ IRB
  - Be prepared to provide official documentation of IRB approval or determination that IRB approval is not required. Once you have this in hand, upload onto the Cayuse proposal record.
  - Ensure that all your required IRB CITI training is in order.

---

## BUDGET

---

- ✓ Is your budget accurate? Review it based upon any funding modifications or other issues (salary increases, etc.) The Pre-Award Coordinator will assist with this at your request.
- ✓ Do all the investigators who need org codes have them?

---

## TIMING

---

- ✓ You may have received an award notice, but you can't spend money or start working until all the accounts have been set up by OSP and Grants Accounting. Many awards and contracts do NOT allow for pre-award spending. Have questions? Ask your Business Officer for an update.
- ✓ Have a concern about your project timeline? Need to begin a hiring process while a contract is being signed? Some awards and contracts allow for pre-award spending. Ask the Pre-Award Coordinator if you should request an Advance Account.