



**College of  
Health Solutions**

**Arizona State  
University**

### NEW AWARD MANAGEMENT CHECKLIST

Congratulations! Research Advancement has been notified that your proposal has been funded.

This checklist is a tool to assist you in managing this project. Please be sure to read the award documents so that you become familiar with the terms and conditions that apply to you as the Principal Investigator as well as reviewing this entire checklist.

<b>Grant Title</b>		<b>Period of Performance</b>	
<b>Sponsor</b>		<b>FP#/Grant Account #</b>	
<b>ASU PD/PI</b>		<b>ASU Award #</b>	
<b>Co-Investigator</b>		<b>Sponsor Award #</b>	
<b>Subrecipients</b>		<b>Cost Center #</b>	
<b>Total Award Amount</b>		<b>Cost Share/Type?</b>	
<b>1st Funding Increment</b>		<b>Budget Period</b>	
<b>Grant Support Staff:</b>		<b>Name/phone number</b>	
Preaward Administrator			
Post award Administrator			
HR Support for hiring: (students, staff)			

At the conclusion of this meeting please sign the form as acknowledgement of what was discussed at this meeting.

Date/Time of Meeting:

Signature of PI \_\_\_\_\_

**General Award Management Items**

**What are the interim and final reporting requirements?**

**Scheduled Deliverables?**

**Prior Approval Requirements?**

**Intellectual Property Provisions?**

**Award Period is for the: Full Project Period YES/NO      Current Year Only\*: YES/NO**

**Automatic Carryforward ?      Carryforward must be requested?**

\*Spending is limited year by year so it may require initiating an at-risk each year. Please contact your Post award Research Administrator for more information.

**Will at No-Cost Extension be needed?**

**Deadline for NCE:**

**Is a budget revision needed?**

**Post award: Subcontracts: [Subaward Procedures & Forms](#)**

**Name of Each Institution/Organization**

**Point of Contact**

**Email address**

None

- a) Review [PI roles & responsibilities with subcontracts](#)
- b) Monitor Subcontract Performance. A monitoring package will be provided to you for each subcontract. Refer to the subcontract for monitoring policy for more information. See also [Monitoring Subrecipients](#)



**Conflicts of Interest**

- Initial disclosure require/COI Training required
- Submit annual COI Disclosures-will be requested by Research Integrity
- Key Personnel disclosures required
- Conflict of Interest disclosed and exists for this project Y/N? Approved Management Plan Y/N?

**Other Research Compliance Considerations:**

- NIH- The [NIH Public Access Policy](#) requires PIs to submit final peer-reviewed journal manuscripts that arise from NIH funds immediately upon acceptance for publication.
- NSF- NSF awards require Responsible Conduct of Research (RCR) training. All personnel on NSF awards are required to complete CITI Training.

**Post Award Accounting**

1. Review Grants Accounting policies and procedures
2. Inception-to-date financial reports
  - Request FMS Workday Access for all personnel that will review financial reports.
  - Contact your Research Administrator for training and using reports. Contact ORSPA if you need access to a grant.
3. Personnel
  - Hire personnel according to Human Resources Department Procedures
  - Process payroll and time according to Payroll and Department Procedures.
4. After-the-Fact Reports Review
  - Ensure that all faculty and monthly staff charging to the grant are aware of after-the-fact reporting requirements.
  - Certify compensation within 45 days as required by the protocol.
5. Expenditures
  - Expenditures must be allowable on the grant.
  - Provide appropriate documentation and obtain CHS approvals.
  - Get P-Card?
  - Recharge Center Expenses?
  - Open Purchase Orders?

**Closeout**

1. ORSPA will send a Project Expiration notice 90 days prior to the end of the award. Please complete and return to ORSPA within 10 days of receipt.
2. Review the Project Management Closeout Checklist and initiate required actions for closeout

**Open Items-Follow up Needed/Assigned To**

1.		
2.		
3.		
4.		
5.		

<b>Budget</b>
<b>Budget Justification</b>