





New Award Checklist

	Agreement Basics
	Read your entire award package!
	<p>Verify specifics on the award notice including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal Investigator <input type="checkbox"/> College, Department, and Org Number <input type="checkbox"/> Activity type (research, instruction, public service, etc.) <input type="checkbox"/> Amount of this action and total funding-to-date <input type="checkbox"/> Period of Performance; current budget period dates and project period dates <p><i>Note the comments section of the award notice, as important information may be detailed here.</i></p>
	<p>Check to see if the award contains any of the following and manage accordingly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fabricated equipment <input type="checkbox"/> Alternate equipment capitalization requirements <input type="checkbox"/> Food costs or workshop fees <input type="checkbox"/> Program income <input type="checkbox"/> Subcontractors <input type="checkbox"/> Budget restrictions (i.e. tuition, equipment or PI salary not allowed) <input type="checkbox"/> Project modification requirements <input type="checkbox"/> Federal foreign travel (Fly America Act) <input type="checkbox"/> Participant support costs <input type="checkbox"/> Exceptions to normal Cost Accounting Standards <input type="checkbox"/> Regulatory issues (Export controls, IRB or IACUC) <input type="checkbox"/> Requirement to submit direct or cost share receipts <input type="checkbox"/> Technical tasks and deliverables (must be within the project period of performance) <input type="checkbox"/> Fixed Price per USA Fixed Price Policy
	Important Tasks
	<p>Make note of important deadlines and set up a process to generate reminders to the Principal Investigator concerning these due dates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interim and final progress reports <input type="checkbox"/> Interim and final financial reporting and invoicing (will be completed and submitted by OGCA) <input type="checkbox"/> Federal appropriation limits <input type="checkbox"/> Requests for award modifications (NCE's, rebudgets, etc.) <input type="checkbox"/> Must carry-forward be requested?

FOAPAL: _____


Completed by: _____

	<p>Check award for any cost-sharing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Salary/Effort <input type="checkbox"/> Non-Salary MTDC <input type="checkbox"/> Equipment & tuition <input type="checkbox"/> Subcontractors <input type="checkbox"/> Third party/other or multiple accounts under prime <p>**A Cost Share companion fund will be set-up in Banner, as needed, when new awards, modifications and supplements are received in OGCA. **</p>
	<p>Verify key personnel effort, prepare and submit PA form.</p>
	<p>Request companion funds if needed to segregate budget for reasons of compliance. (i.e. participant support costs, no carry-forward authority)</p>
	<p>Review the program type to determine whether the project falls under the Organized Research, Instruction, or Public Service category:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organized Research – all research and development activities of an institution that are separately budgeted and accounted for <input type="checkbox"/> Instruction – the teaching and training activities of an institution <input type="checkbox"/> Public Service – programs and projects financed by Federal and non- Federal agencies and organizations which involve the performance of work other than instruction and organized research

	<p>Budget Review</p>
	<p>Compare the budget in the award to the budget entered in Banner.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If there is an error with the budget, send an email to OGCA@southalabama.edu, noting the correction needed. <input type="checkbox"/> Confirm that the Facilities and Administrative (F&A) rate listed in proposal and award is reflected in Banner and verify it has been calculated correctly. <ul style="list-style-type: none"> <input type="checkbox"/> If an error is detected, send an email to: OGCA@southalabama.edu.
	<p>Regulatory Compliance</p>
	<p>Note any Export Control issues in the award: Export Control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. Export controls usually arise for one or more of these reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The nature of the export has actual or potential military applications or economic protection issues. <input type="checkbox"/> Government concerns about the destination country, organization, or individual. <input type="checkbox"/> Government concerns about the declared or suspected end use or the end user of the export. <p>IRB and IACUC Conflict of interest</p>

FOAPAL: _____

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	Important Deadlines
	<p>Set up a system to generate reminders to the Principal Investigator concerning these due dates.</p> <ul style="list-style-type: none"><input type="checkbox"/> Budget end date<input type="checkbox"/> Federal appropriation limits<input type="checkbox"/> Financial reporting and invoicing; is performance on track with spending?<input type="checkbox"/> Award Modifications (NCE's, rebudgets, Subcontracts)<input type="checkbox"/> Note the due date for annual progress reports and final technical reports <p><i>Failure to comply with annual progress reports and final technical reports not only affects future funding for the department and college, but could impact the entire University.</i></p>