

Award checklist

Project activations

To begin spending before award confirmation is received, create project activation for RO to process.
(Link to PA form: http://wuro.wustl.edu/PA%20Form%20_1107.pdf)

Award process

(If for some reason no proposal had been created and processed through RO, and award notice/letter has been received)

If an award letter is received by Dept or PI, alert RO and forward letter to proper grant specialist.

Create and approve PDS doc.

Process proposal certification form

(If proper proposal had been created with PDS document, processed through RO and award notice has been received)

Send RO any award letter confirmations which require signature

Senior key personnel financial conflict of interest will need to be current
(link for key personnel to complete/update COIs: <http://htcoi.wustl.edu>)

Regardless whether proposal was submitted through RO, be sure to have current copies of the following (where applicable):

human subjects

<https://hrpo.wustl.edu>

animal studies

<http://asc.wustl.edu>

radioactive substances

<https://radsafety.wustl.edu/documents/forms/animal.pdf>

recombinant DNA

http://ehs.wustl.edu/OBCSregMay_07.doc

Once RO grant specialist has emailed Dept with profile information, check profile budget and comments for award terms & conditions.

(For awards containing subawards)

Once profile is completed, verify subaward budget on profile, then contact appropriate contract person at RO for coordination of subaward wizard.

For questions regarding issues relative to prior approval, please follow link to Federal Demonstration Partnership prior approval matrix.

<http://www.nsf.gov/pubs/fdp/fdpmatrix.xls>