Principal Investigator Award Management Checklist
This list is not exhaustive and may include other responsibilities specific to the sponsor/project.

During Award Acceptance

- **Reply** to any requests for confirmation/clarification from ERI’s C&G team and the Office of Research
- **Communicate** any urgent project needs to C&G team.
- **Begin planning** for award activities and expenditures, including how to fulfill any committed costshare contributions.
- **Take care of** compliance approvals:
  - Finalize Human Subjects, Animal Subjects, or Stem Cell approvals.
  - Submit Conflict of Interest disclosure, if required.

During Award Period of Performance

At the start of your project:

- Review the award terms, email from the C&G team, and approved budget
- Reach out to the appropriate team to initiate any spending (e.g. payroll for hiring, etc.)

During the entire project period of performance:

- Complete research project/activities described in award.
- Communicate as needed with your scientific counterpart at sponsoring agency.
  
  **Financial Management:**
  - Review GUS reports and transactions regularly (monthly).
  - Reach out to C&G administrator to coordinate any actions requiring sponsor approval. C&G administrator will need to route to OR for review and approval.
  - Common prior approvals required: moving funds out of participant support, certain equipment purchases, rebudgeting between cost categories when a threshold has been set, etc.

  **Monthly/Quarterly/Annual Reporting:**
  - PIs are delegated authority to submit progress reports. Please copy or forward the submission of any reports to your C&G administrator.
  
  **Costshare (if applicable):**
  - Track all time spent on project that will be used to fulfill committed costshare. If volunteer time is committed, collect timecards or documentation of effort.
  - Review and sign Project Contribution Reports (sent regularly by C&G administrator)

  **Subawards (if applicable):**
  - Approve Part Bs in a timely manner.
  - Monitor sub award progress and reporting.
  - Approve invoices in a timely manner.
  - Notify C&G right away if there are subrecipient performance issues.

When your award is coming to an end:

- Notify C&G team well in advance of end date if an NCE will be needed
- Be aware that certain late expenditures are not allowed (e.g. equipment purchases within last 6 months of period of performance)
- Note: We will not transfer payroll or other cost transfers onto an award after the close date. Ensure all expenses are on the correct account prior to the end date.

Closeout: After End Date

- Review and sign Close Memo in a timely manner.
- Final Report Submission: PIs are delegated authority to submit final reports. Copy or forward the submission of any reports to your C&G administrator.