

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.