

New Award Checklist

PI: _____

Index/Fund: _____

Project Period: _____

Completion Date

<input type="checkbox"/> Award notice received	
<input type="checkbox"/> IFOPAL received from OPAFS (if not received in 10 days, check status)	
<input type="checkbox"/> Add to proposal calendar for continuation and report due dates	
<input type="checkbox"/> Create folder	
New award checklist	
IFOPAL	
Probook budget and justification	
Abstract	
Notice of Award or contract	
Cost share comittment letters	
<input type="checkbox"/> Update Index Title	
<input type="checkbox"/> Add Early Inactivation Date	
<input type="checkbox"/> Add index(es) to project code	
PI-All	
Fund Manager - all	
Other Projects (PI-C&G, etc...)	
<input type="checkbox"/> Submit allocation journal	
<input type="checkbox"/> Add index to COA Override	
<input type="checkbox"/> Create cost share bin (if applicable)	
<input type="checkbox"/> Submit subaward requests in marketplace	
<input type="checkbox"/> Update PI Effort spreadsheet	
<input type="checkbox"/> Notify PI of new award and index number	
<input type="checkbox"/> Verify allocation was approved by OPAFS	
<input type="checkbox"/> PPS changes – if necessary to the appropriate HR person	

*Postdoctoral Scholar, Project Scientist – Marine Sinanyan, x43833, msinanyan@mail.ucsd.edu

*GSR –Amy Tran, x21824, aht021@ucsd.edu & Jeanine Sun Kolinko, x26014, jkolinko@ucsd.edu

*Staff - Jill Carson, x43912, jcarson@ucsd.edu

*Faculty - Lisa Erickson, x40212, l1erickson@ucsd.edu