

PI Name _____ Unit _____ Negotiator: _____ Negotiation ID _____
Funding Proposal (IP)
Prop Dev Doc

NEW ACCOUNT SET-UP/MODIFICATION CHECKLIST

master/project/prime

Parent

Account: _____ Spon Awd ID: _____ Version _____

SPS Comments: _____

Master agreement, PSA, NASA or other restrictions, governing law, risk mgmt.

COI: _____ Other: _____

1, 2, 3 or 4

Page? SSN? Bank info?

AZ Choice _____, ☐ Confidential, ☐ e-Verify FAR 52.222-54, COVID-19, Redact _____

Fund Accountant Initials/Date _____ Anticipated Dates _____

Account Reference Sheet _____ Anticipated Amount _____ / _____

UAF Account Set-Up/Modified _____ Obligation Dates _____

UAR Negotiation Modified /Closed _____ Obligated Amount _____ / _____

Post Award UAR Update _____ F&A Rate/Base/Campus _____

UAF Proposal ID _____ CFDA _____

UAF Proposal Set-up/Modified _____ *****

UAF Award Set-up/Modified _____ Revenue Object Code _____ Source of Funds _____

UAF Customer Set-up (for Non-LOC) _____

Budget Load Log

Budget Load Ref/Date _____

Billing Log

Billing Information _____

Automatic Payment Log

Carry Forward _____

Financial Report Log

Financial Reports _____

Patent Log

Invention Reports _____

Cost Sharing _____

E-Verify Notification F&A Adjustment Log Interest Remittance

Quality Assurance Self-review of All Fields Complete Review Complete Initials/Date _____