POST AWARD KICKOFF MEETING (New Grants)

Checklist

[ ]  Terms and conditions of the grant award: Explain that all award documents can be found in Cayuse and PI has access to them.

[ ]  Reporting requirements:

[ ]  Roles and responsibilities:

* **Dept. Head:**
* **Principal Investigator / Program Director (PI/PD):**

*The PI/PD has the primary responsibility for achieving the technical success of the project while complying with the financial and administrative policies and regulations associated with an award. Fundamental responsibilities of the PI/PD once an award is made include:*

* Executing the project as outlined in the funded proposal, using sound management techniques;
* Carrying out the project’s financial plan as presented in the funded proposal, or making changes to the plan following prescribed policies or procedures;
* Maintaining accurate and complete records, both scientific/programmatic and financial, associated with the project;
* Complying with all University policies and procedures;
* Reporting project progress to the sponsor as outlined in the terms of the award
* Grant Accountant: Person Responsible for expenditure reports and final approval of all expenses
* ORDA (Office of Research Development and Administration):

*When an award is received and processed by ORDA, an award notice will be issued to the PI, with copies to the unit head, dean, and sponsored project accountant. The award notice will include a summary of the terms and conditions, restrictions, applicable Uniform Guidance, and reporting or deliverable requirements. Attached to the award notice will be a finalized project transmittal consistent with the terms and conditions of the award and a copy of the award documents.*

* Pre-Award Officer
* Post-Award Manager
* Research Compliance
* Tech Transfer

[ ]  Budget Review :

* Salaries / Fringe Benefits
* Review the budget items relevant to all salaries including: faculty, students (graduate and undergraduate), employee consultants and any other personnel that will be paid as an EMU employee.
* Review the fringe benefit rate of each.
* PAFs, EPAFs, Banner Approval Access needs.
* SS&M (Materials and Supplies):
* Review big ticket items and Purchase Order Process
* Travel – Ensure PI understands how to submit invoices and expense reports in Concur
* IDC explanation
* Cash Match (Cost Share) if any

Project Start Date: Project End Date:

Sponsor Direct Cost Total:

Sponsor Indirect Cost Total:

Grand Total Award:

Cost Share Total (if any):