# New Award Checklist

## Agreement Basics

- Read your entire award package!

Verify specifics on the award notice including:

- Principal Investigator
- College, Department, and Org Number
- Activity type (research, instruction, public service, etc.)
- Amount of this action and total funding-to-date
- Period of Performance; current budget period dates and project period dates

*Note the comments section of the award notice, as important information may be detailed here.*

Check to see if the award contains any of the following and manage accordingly:

- Fabricated equipment
- Alternate equipment capitalization requirements
- Food costs or workshop fees
- Program income
- Subcontractors
- Budget restrictions (i.e. tuition, equipment or PI salary not allowed)
- Project modification requirements
- Federal foreign travel (Fly America Act)
- Participant support costs
- Exceptions to normal Cost Accounting Standards
- Regulatory issues (Export controls, IRB or IACUC)
- Requirement to submit direct or cost share receipts
- Technical tasks and deliverables (must be within the project period of performance)
- Fixed Price per USA Fixed Price Policy

## Important Tasks

Make note of important deadlines and set up a process to generate reminders to the Principal Investigator concerning these due dates:

- Interim and final progress reports
- Interim and final financial reporting and invoicing (will be completed and submitted by OGCA)
- Federal appropriation limits
- Requests for award modifications (NCE’s, rebudgets, etc.)
- Must carry-forward be requested?

Revision Date: 9/1/2015
**FOAPAL:** ___________________  **Completed by:** ___________________

Check award for any cost-sharing:
- Salary/Effort
- Non-Salary MTDC
- Equipment & tuition
- Subcontractors
- Third party/other or multiple accounts under prime

**A Cost Share companion fund will be set-up in Banner, as needed, when new awards, modifications and supplements are received in OGCA.**

Verify key personnel effort, prepare and submit PA form.

Request companion funds if needed to segregate budget for reasons of compliance. (i.e. participant support costs, no carry-forward authority)

Review the program type to determine whether the project falls under the Organized Research, Instruction, or Public Service category:
- **Organized Research** – all research and development activities of an institution that are separately budgeted and accounted for
- **Instruction** – the teaching and training activities of an institution
- **Public Service** – programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research

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**Budget Review**

✓ Compare the budget in the award to the budget entered in **Banner**.
   - If there is an error with the budget, send an email to OGCA@southalabama.edu, noting the correction needed.
   - Confirm that the Facilities and Administrative (F&A) rate listed in proposal and award is reflected in Banner and verify it has been calculated correctly.
     - If an error is detected, send an email to: OGCA@southalabama.edu.

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**Regulatory Compliance**

✓ Note any **Export Control** issues in the award:

Export Control regulations are federal laws that **prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade**. Export controls usually arise for one or more of these reasons:
- The nature of the export has actual or potential military applications or economic protection issues.
- Government concerns about the destination country, organization, or individual.
- Government concerns about the declared or suspected end use or the end user of the export.

IRB and IACUC
Conflict of interest

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*Revision Date: 9/1/2015*
Important Deadlines

Set up a system to generate reminders to the Principal Investigator concerning these due dates.
- Budget end date
- Federal appropriation limits
- Financial reporting and invoicing; is performance on track with spending?
- Award Modifications (NCE’s, rebudgets, Subcontracts)
- Note the due date for annual progress reports and final technical reports

*Failure to comply with annual progress reports and final technical reports not only affects future funding for the department and college, but could impact the entire University.*