

## **Sponsored Project Lifecycle Checklist for Investigators**

The following checklist provides details on the steps or tasks Investigators need to complete throughout a sponsored project's lifecycle. For questions or clarifications, please contact your assigned Collaboratives Pre- or Post-Award Grant Specialist.

<b>Develop Proposal</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For proposals requiring a Letter of Intent or pre-proposal, notify your Collaboratives Pre-Award Grant Specialist of intent to submit and provide required documentation for submission</li> <li><input type="checkbox"/> Complete and submit the initiation form detailing the following information: <i>Sponsor Name, Funding Opportunity/Guidelines, Due Date</i>. Your Collaborative Pre-Award Specialist will initiate the Internal Approval Form (IAF) and develop a timeline and call out sponsor guidelines as needed.</li> <li><input type="checkbox"/> Provide your Collaborative Pre-Award Grant Specialist with the details needed to develop and refine proposal budget and justification, such as individuals and efforts planned, large pieces of equipment, etc.</li> <li><input type="checkbox"/> Provide any subrecipient contact information to your Collaboratives Pre-Award Grant Specialist if applicable and approve subrecipient SOW/Budget</li> <li><input type="checkbox"/> Review and update biosketches/CVs as well as Other Support as needed</li> <li><input type="checkbox"/> Complete institutional compliance (<a href="#">FCOI</a>) requirements and ensure any additional protocols that will be needed for research are kicked off</li> <li><input type="checkbox"/> Send proposal draft and any required proposal materials to your Collaboratives Pre-Award Grant Specialist to be uploaded to the IAF</li> </ul>
<b>Review &amp; Submit Proposal</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review final proposal package compiled by you Collaboratives Pre-Award Grant Specialist and provide approval of the IAF to be submitted to OSPA</li> <li><input type="checkbox"/> Discuss any edits requested by OSPA to proposal submission package with Collaboratives Pre-Award Staff to ensure timely and adequate completion.</li> <li><input type="checkbox"/> Review and approve final proposal package for submission</li> </ul>
<b>Post-Submission Activities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify your Collaboratives Pre-Award Grant Specialist of any post-submission materials or Just In Time (JIT) Requests you received directly</li> <li><input type="checkbox"/> Provide relevant information on compliance approvals (IRB, IACUC, IBC) to your Collaboratives Pre-Award Grant Specialist</li> <li><input type="checkbox"/> Work with Collaborative Pre-Award Grant Specialist to develop just in time (JIT) or other post-submission information as needed</li> </ul>
<b>Review, Execute &amp; Establish Sponsored Projects</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review award documents and work with Collaboratives to develop revised budget/scope of work if needed to accept award</li> <li><input type="checkbox"/> Review Project Account Data Record (PADR) and final award documents</li> <li><input type="checkbox"/> Participate in Award Kickoff Meeting with Collaboratives pre- and post-award Grant Specialists and College Business Officers (DA/BO) to review award terms, spending plan, next steps, and other project kickoff activities as needed</li> </ul>

<b>Establish Subawards</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review SOW and budget information for subrecipients with your Collaborative Post-Award Grant Specialist, including incorporating any updated information that may have changed since proposal submission</li> <li><input type="checkbox"/> Review and submit the online sub agreement request form. Your Collaboratives Post-Award Grant Specialist will prepare this based on your discussions and any updated plans.</li> </ul>
<b>Current and Pending Support or Other Support</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If required, initiate and submit via the <a href="#">OSPA Other Support Portal</a>. Your Collaborative Pre-Award Grant Specialist will assist with confirming if the sponsor requires an updated version and will help collect and review the information before submission.</li> </ul>
<b>Manage Sponsored Project Spend</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with your Collaborative Post-Award Grant Specialist and College DA/BO to review expenses and any cost share commitments on a regular basis</li> <li><input type="checkbox"/> Identify any incorrect or questionable expenses with Collaboratives Post-Award Grant Specialist and discuss appropriate allocation of the charge</li> <li><input type="checkbox"/> Review and approve cost transfer in SAP for expenditures identified above</li> </ul>
<b>Maintain Subawards</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Regularly monitor subrecipient activity and escalate issues to your Collaborative Post-Award Grant Specialist and OSPA</li> <li><input type="checkbox"/> Review and approve subrecipient invoices accurately</li> </ul>
<b>Maintain Sponsored Projects</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide documentation required to maintain compliance to your Collaborative Post-Award Grant Specialist</li> <li><input type="checkbox"/> Notify your Collaborative Post-Award Grant Specialist of any project changes</li> <li><input type="checkbox"/> Provide sponsor-required documentation for prior approvals to your Collaborative Post-Award Grant Specialist for review/routing through OSPA</li> </ul>
<b>Sponsored Project Reporting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Collaboratives Post-Award Grant Specialist and College DA/BO to review discuss award status, burn rate, and projections monthly.</li> <li><input type="checkbox"/> Review suggested corrections and provide any required approvals</li> <li><input type="checkbox"/> Work with Collaboratives staff to submit sponsor-required progress reports, including Research Performance Progress Reports (RPPR).</li> </ul>
<b>Execute Closeout</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with your Collaborative Post-Award Grant Specialist on final reports, including submission of non-financial reports to sponsors, such as Final Research Performance Progress Report (FRPPR).</li> <li><input type="checkbox"/> Notify your Collaborative Post-Award Grant Specialist when invoice requirements outlined in the award are met (Milestone Agreements).</li> <li><input type="checkbox"/> Ensure subrecipients have completed and submitted final invoice and reporting requirements.</li> </ul>
<b>Compliance Reporting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate leave of absence, sabbatical, or any other relevant changes in key personnel on active projects or pending awards to college leadership and your Collaboratives Grant Specialists.</li> </ul>