



Notice of Award & New Award Checklist

Congratulations! The Office of Research and Sponsored Programs has received notice that your proposal has been awarded.

Sponsoring Agency: _____

Award Title: _____

Fund #: _____ ORG #: _____ Cost Share #: _____

PI Name: _____

Amount Awarded: _____ Project Begin Date: _____ Project End Date: _____

IRB Protocol #: _____ IACUC Protocol #: _____ IBC Protocol #: _____

Please review the “New Award Checklist” below, regarding the responsibilities related to this project. The checklist is a tool to assist you in managing this project.

Please be sure to read the award documents to learn the details of the terms and conditions that apply to you and the Principal Investigator. Details you should pay special attention to within the award document may include the following: *interim and final reporting requirements, scheduled deliverables, prior approval requirements, export control regulations.*

New Award Briefing

Please select one of the following dates/times:

- _____
- _____
- _____

Please be sure the PI, BUD, and any others regarding this award are in attendance.

Please email the above selection to [ORSP](#) within 3 business days.

Again, congratulations on your award! We wish you continued success with your research endeavors!

New Award Checklist

The following checklist should be used as a monitoring tool for the management of the award.

General Award Management

1. Read the award document and make note of special terms and conditions, including:

Interim and Final Reporting Requirements

Scheduled Deliverables

Prior Approval Requirements

2. Plan ahead if a budget revision or no-cost extension will be needed.

Sponsor approval required for budget revision: _____

Deadline for no-cost extension: _____

3. Award Period

Award is for the full project period.

Award is for the current year of a multiple year award. Spending is limited year by year. *This may require initiating a pre-award each year. Please contact ORSP for more information.*

Automatic carryforward

Carryforward must be requested

Post-Award Administration

1. Subcontracts and Consultants

This award includes subcontracts.

- a. Review subcontracting forms.
- b. Complete and submit to ORSP the "Request for Subagreement."
- c. Monitor subcontractor performance.

This award contains consultants.

- a. Review contracting procedures and forms.
- b. Send the requests for professional services to postaward@stockton.edu for a G#.

For both subcontracts and consulting agreements:

- a. Verify the invoices reflect work conducted for the period within the scope of work.
- b. Initiate new contract each year if a year by year agreement. ORSP will **NOT** initiate without approval.
- c. Verify that scope of work has been completed and all deliverables met **before** approving final invoice. Ensure invoices are received before the final closeout.

2. Cost-Sharing

This award contains cost-sharing

- a. Review cost-sharing commitments in award/proposal.
- b. Review cost-sharing policy/procedures.
- c. Maintain documentation for cost-sharing.
- d. Cost-share agreement is with the Dean.

Research Compliance Requirements

1. IRB/IACUC/IBC Requirements

IRB: This project contains human subject research. Institutional Research Board (IRB) required.

IRB Protocol: _____ Status: _____ Date: _____

IACUC: This project contains animal research. Institutional Animal Care & Use Committee required.

IACUC Protocol: _____ Status: _____ Date: _____

IBC: This project contains biohazard research. Institutional Biosafety Committee required.

IBC Protocol: _____ Status: _____ Date: _____

Submit and renew your protocols as required. No funds will be released if the protocol is not current. Information regarding Research Compliance policies can be found [here](#). (Link?)

2. Export Control

Contains publication restrictions

3. Other Research Compliance Considerations

NIH – The [NIH Public Access Policy](#) requires PI's to submit final peer-reviewed journal manuscripts that arise from NIH funds immediately upon acceptance for publication.

NSF – NSF awards require Responsible Conduct of Research (RCR) training. All personnel on NSF awards are required to complete [CITI training](#).

Post-Award Accounting

1. Review Grants Accounting [policies and procedures](#).
2. Inception-to-Date financial reports
 - a. Request [Banner](#) and [Banner Finance Access](#) for all personnel that will review financial reports.
 - b. Review reports **monthly at a minimum**.
 - c. Contact your Grant Analyst for training and using reports. Contact ORSP if you need access to a grant.
3. Personnel
 - a. Hire personnel according to Human Resources and Departmental policies.
 - b. Process payroll and time according to Payroll and Departmental policies.
4. [Effort Certifications](#)
 - a. Review effort certification requirements with all faculty and monthly staff.
 - b. Maintain appropriate documentation to support effort.
 - c. Certify effort within 30 days of ORSP's request.
5. Expenditures
 - a. Expenditures must be allocable, allowable and reasonable under grant.
 - b. Provide appropriate documentation and obtain required approvals.

Closeout

1. ORSP will send a Project Expiration Notice 60 days prior to the end date of the award. Please complete and return to ORSP within 10 days of receipt.
2. Review the Project Management Closeout Checklist and initiate required actions for closeout.
3. ORSP will set up a meeting 30 days prior to the end of the award to discuss close out and final expenses.