

Sponsored Projects Checklist

PI:		Protocol #:	
Sponsor:		Begin Date:	
Title:		End Date:	
Contact Name:		Contact #:	
Pre-Award Checklist			
<u>Steps</u>	<u>Process</u>	<u>Actions / Comments</u>	<u>Complete</u>
1	PI generates research hypothesis for an RFA/ RFP/ Prog. Announcement or receives protocol from pharmaceutical company.	BC reviews RFA/RFP/Prog. Announce. for requirements or reviews protocol procedures for cost gathering.	
2	(One month prior to proposal deadline) - Junior Faculty submit Proposal to DOM Study Section for review and critique.		
3	PI/study coordinator prepares a detailed budget with detailed justification. (Or modular budget and justification as required)	BC assists PI in budgeting salary/avail. effort and procedure expenses. Contacts other depts for costs if necessary (salary and non-personnel).	
4	PI/study coord. completes all required paperwork (PHS 398 forms for Federal awards)	BC reviews paperwork for completeness.	
5	PI/study coord. complete IRB application for human testing, IACUC submission for animal studies, and all other special clearances. Signs the forms and submits to the chairman's office (Griffith/Garza).		
6	IRB / IACUC reviews application and notifies PI of approval or denial.		
7	(1 week prior to proposal deadline) - PI/BC prepares online Proposal Data sheet (blue sheet), attaches grant proposal package, and routes to Co-Inv. BC / Div Director (if applicable), PI Division Director, Chairman's office (Griffith/Gerza) and Vice Chairs for Research (Gilkesson/Jaffa).	BC prepares /reviews blue sheet for accuracy and confirms PI available effort for project.	
8	ORSP receives proposal for review after routing is complete.		
9	ORSP coordinates any final changes to the budget and/or agreement.		
10	ORSP receives notification of award from sponsor	Clinical trials - BC loads protocol into UMS	
11	ORSP submits GCA form to Grants and Contracts Accounting		
12	GCA notifies BC of UDAK # by e-mail		