AWARD KICKOFF CHECKLIST

PI	Phone	Email	
Grant Administrator		Phone	Email
Award Bookkeeper		Phone	Email
NOTES			
o Important Dates			
Due date of financial reports		Due date of final report	
Due date of IACUC, IRB protocol renewals if required		Due date of subreports	
Sponsor deadlines for budget changes or extension approvals		Reporting frequency to agency	
o Discussion Checklist with PI			
Review:			

o Project Closeout	
Review:	
	Purchases within the last 60 days of a grant period are a known risk indicator communicated by auditors. If an item must be purchased within 60 days from a project's end, it is recommended that the purchase be encumbered and the justification for the purchase explain the reason for the timing.