

Project Implementation Check List

- Complete internal processing form prior to award
- Notify the Office of Sponsored Programs (OSP) of pending or received award
- Attend post-award orientation with OSP and Accounting office
- Review OMB Circular cost policy
- Review expenditure request forms and procedures
- Review reporting requirements
- Provide OSP with agency approved budget
- Obtain account number
- Review contract request policy
- Review terms and conditions of award
- Adhere to award and conditions
- Notify Sponsored Programs with changes to scope of work
- Notify Sponsored Programs with request of extending grant
- Complete reports and respond to all agency requests on time