

Grant Proposal Post-Award Checklist

IMPORTANT: This checklist should be completed in FULL prior to any funds being spent.

Complete SCA (Supplemental Compensation Agreement) for any Staff, Faculty, or Student who will be receiving pay in regards to the Grant

The form can be obtained from Human Resources

The completed SCA should go to Department Head for approval first

Provide all documentation to Grants Accountant (Controller's Office)

Award Letter already signed by all parties

Proposal Narrative – a Statement of Work is needed at least

Budget

Budget Justification

Indirect Costs

Institutional Commitments

Copies of approved SCAs for any staff, faculty, or student pay – original SCA should be processed

Any other useful information (ex: invoice instructions, as the Grants Accountant is responsible for sending out invoices)

Once all documentation has been provided to Grants Accountant, a department and project number will be set up for the grant. The Grants Accountant will provide you with these numbers. Please allow a minimum of one week once all documents have been provided.

IMPORTANT: No funds can be used until the Grants Accountant has provided you with these numbers in order to verify expenses are booked to the grant and not the home department.