

Cayuse Award No. _____ Award Analyst _____ Team Lead _____

PI Name: _____ Sponsor: _____ Award Type: _____New/_____Supp/_____Amend

Item	Award Analyst			Notes
	N/A	Req	Done	
Cayuse IPF / PI Eligibility / SOW and budget				
Cayuse IPF (Proposal) complete				
Approved IPF (for ATF) PDF uploaded				
PI Eligibility Form				
Final Statement of Work				
Final Budget				
Cayuse People and Budget (tabs on Award Admin)				
Cayuse People tab accurate for project personnel				
a. Minimum Personnel Effort				
b. Allocation of credit totals 100%				
Cayuse Detailed Budget filled out				
Appropriate IDC rate applied				
a.ICR _____ % of _____ (e.g. TDC)				
b. Cayuse Award Event – ICR, waiver no. _____				
Cost Share Certification Documents				
a. Cost share on Cayuse budget tab				
GSR fees and non-resident tuition				
Subawardee costs				
Equipment--listed as separate budget line				
Cayuse Out years—anticipated funding				
Compliance (tab on Proposal Admin)				
IRB approval				
a. IRB protocol no. _____ in Cayuse				
b. Protocol Certification Form for IRB				
IACUC approval				
a. IACUC protocol no. _____ in Cayuse				
b. Protocol Certification Form for IACUC				
BUA approval (Neurotox and Biohazard)				
a. BUA no. _____ in Cayuse				
Form 700-U--online				
Form 800--online				
PHS-COI Disclosure -- online				
PHS Training – check M:drive				
Stem Cell Approval (SCRO)				
Anatomical Specimens Approval (HASTOC)				
Sponsor Administrative Requirements				
Terms and Conditions Acceptable				
PI Concurrence/ IPA (if necessary)				
Insurance Certificate (enter Event)				
*IPF:Foreign Activity/Q1 is “Yes,” M:drive or RCI				
Cayuse and M:/Drive Actions b/f review				
CFDA no. (if any) entered at Project level				
Cayuse Project and Award Dates correct				
Cayuse Award Type correct				
Docs Uploaded into the M:drive and Cayuse				
FE award & budget uploaded, marked “FINAL”				
All Events closed (check all levels)				
Award Reporting Designation=Obligated; Award Status=Active				
Emails Copied to M:drive Award Correspondence folder				