



New Sponsored Award Checklist

Once a new sponsored award is established in PeopleSoft Finance, use the checklist below to assist with the startup and management of the award.

Note: Please ensure to monitor your awards using the [Monthly Payroll Account Funding Review Checklist](#).

	✓	Things to remember:
Grant Dashboard/USCeRA		Identify your Post Award Accountant.
		Ensure award has been set up correctly.
		Identify technical/progress report due dates.
Payroll		Identify employees working on project (direct and cost share).
		If applicable, complete form to set up cost share payroll.
		Ensure all combo codes are set up for the project.
		Complete hire forms/account change forms to code employees to award.
		If hiring foreign nationals, make sure they are allowed on the award.
Equipment Purchases		Begin procurement process.
Third Party In-Kind Cost Share		Notify your PAA quarterly with third party cost documentation.
Awards Set Up Late:		Identify costs that have occurred on departmental funds for the project and complete Cost Transfer Justification and correction forms.
Tuition Supplements		Complete forms at the beginning of each semester.
		Cost share tuition supplements need to have the cost share code in the comments and send a copy to your PAA.
		Be prepared for grad insurance tuition subsidy forms and return timely.
Program Income		If your award has program income, work with GFM to set up account.
Pre-Award Spending		If pre-award spending is allowed, please reach out to your PAA for guidance.