**Pre Award GRANT PROCESSING CHECKLIST**

**University of Massachusetts, Worcester – Emergency Medicine**

RF requires 6 business days to review materials

PI is responsible for:

[ ] Meeting with Dept Admin 10 weeks before due date, or earliest possible

[ ]  Providing Admin with PA/RFA/Sponsor Guidelines

[ ] Signing Proposal Routing Form (prepped by Admin) (PeopleSoft)

[ ]  Abstract

[ ]  UMass [multiyear budget spreadsheet](http://www.umassmed.edu/research/funding/rfsform/) (collaborate with Admin)

[ ]  Detailed budget of Year 1 ([PHS 398](http://www.umassmed.edu/uploadedFiles/detailed_budget_398_p4.doc) or [SF424](http://www.umassmed.edu/uploadedFiles/SF424_Budget.pdf)), if required (collaborate with Admin)

[ ]  Future years budgets ([PHS 398](http://www.umassmed.edu/uploadedFiles/future_years_budget_398_p5.doc) or [SF424](http://www.umassmed.edu/uploadedFiles/SF424_Budget.pdf)), if required (collaborate with Admin)

[ ] Budget Justification ([complex example](http://www.umassmed.edu/uploadedFiles/Budget_justification_complex_example%281%29.doc)); ([basic example](http://www.umassmed.edu/uploadedFiles/Budget_Justification_basic_example%281%29.doc)); [(modular example)](http://www.umassmed.edu/uploadedFiles/Modular_Budget_Justification_example.doc)

[ ] [Statement of Work](http://www.umassmed.edu/uploadedFiles/Statement_of_Work_Example.doc) for all Key Personnel

[ ] [Biosketches](http://www.umassmed.edu/uploadedFiles/Biographical_sketch_instructions.doc) (key personnel) ([example](file:///R%3A%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CBiographical_sketch_example.doc))

[ ] Resource Page[(facilities)](http://www.umassmed.edu/uploadedFiles/Facilities_Resources_NIH_Instructions.doc)([example](http://www.umassmed.edu/uploadedFiles/Facilities_Resources_example_updated_8%201%202012.doc))

[ ] If K-Award, then additional materials are needed ([K-Award checklist](http://www.umassmed.edu/uploadedFiles/K_Grant_Processing_Checklist_10012012.doc))

[ ] If clinical trial, then additional materials are needed *(*[*Clinical Trial Checklist*](http://www.umassmed.edu/ocr/Critical_Steps.aspx)*)*

Administrator is responsible for:

[ ] [Face Page](http://www.umassmed.edu/uploadedFiles/PHS398%20Face%20Page%20through%208.31.15.pdf) (if required)

[ ]  Obtain contact info for all Key Personnel

[ ]  [Checklist Page](file:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CPHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx) (PHS 398, if requested); [Split-Rate Checklist Page - One Year](file:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CPHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx); [Split-Rate Checklist Page - Two Years](file:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5Cchecklist_FA_two%20year%20split%20w%2007%2030%202014%20date.docx)

[ ]  Subrecipient Package (Provide consortium institute with the following information in addition to the checklist: Title, UMass and Sponsor due dates, Project dates, FOA#, Applying Institute, and Mechanism).

[ ] Make sure that all [Summary Disclosure of Financial Interests Form (SDFI)](http://www.umassmed.edu/PageFiles/10709/Summary%20Disclosure%20of%20Financial%20Interests%20Form%2006-27-14.pdf) are done (UMass key personnel only)

[ ]  Any other documents required by UMass or sponsor

[ ] When budget is complete **and** approved **by PI**, get signatures for RF (signatures include PI, all Co-I, Financial Administrator, EM Chair, and other department chairs)**,then review CAYUSE and send to PI for Final Approval.**