



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)
- ☐ UMass [multiyear budget spreadsheet](#) (collaborate with Admin)
- ☐ Detailed budget of Year 1 ([PHS 398](#) or [SF424](#)), if required (collaborate with Admin)
- ☐ Future years budgets ([PHS 398](#) or [SF424](#)), if required (collaborate with Admin)
- ☐ Budget Justification ([complex example](#)); ([basic example](#)); ([modular example](#))
- ☐ [Statement of Work](#) for all Key Personnel
- ☐ [Biosketches](#) (key personnel) ([example](#))
- ☐ Resource Page ([facilities](#))([example](#))
- ☐ Planned Enrollment Table (if Human Subject's)
- ☐ If K-Award, then additional materials are needed ([K-Award checklist](#))
- ☐ If clinical trial, then additional materials are needed ([Clinical Trial Checklist](#))

Administrator is responsible for:

- ☐ [Face Page](#) (if required)
- ☐ Obtain contact info for all Key Personnel
- ☐ [Checklist Page](#) (PHS 398, if requested); [Split-Rate Checklist Page - One Year](#); [Split-Rate Checklist Page - Two Years](#)
- ☐ 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 \(SDFI\)](#) 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.**