New Award Checklist	COEUS # : _____ Grant: _____
	Prepared by: _____ Date: _____

Preparer	Reviewer	
_____	_____	Has Agreement been Fully Executed?
_____	_____	Is the FCOI complete? If NO, contact investigators. Proceed only as **AWARD IN PROCESS**
_____	_____	Is Regulatory Indicated? Any Regulatory Buzzwords referenced in the Award or Proposal?
		If **YES**, flag type on Regulatory Tab, click email regulatory button and route file w/orange
		route slip to Regulatory. <u>Proceed only as AWARD IN PROCESS</u>
_____	_____	Coeus IP: Is the CREDIT SPLIT and FUND entered? Prime Sponsor Confirmed?
_____	_____	Is the correct business area, functional area and cost center on the IO(s)?
_____	_____	Does IO = SP on: # , Description, RCC and FA
_____	_____	Is the Multidisciplinary Tab filled out appropriately?
_____	_____	Are the appropriate dates entered on the Additional data tab?
_____	_____	Is there a Subrecipient entered? If YES, gather SOW, Budget & Budget Justification (Ensure uploaded into IP)
_____	_____	Add'l Data: Are Flags marked for Off Campus? Bowen? Part. Support?
_____	_____	Are the F&A Cost Sharing info entered?
_____	_____	If applicable, is the Subrecipient Cost Analysis data entered?
_____	_____	Is Sponsor correct? Prime Sponsor? Originating Sponsor ?
_____	_____	Is the award type correct? Is the award Pass Through funding?
_____	_____	Is the Grant Value correct?
_____	_____	Are the Grant Valid to and Valid from dates correct?
_____	_____	Is the External Reference Number correct (use COEUS number if none provided)?
_____	_____	Are the Correct Responsibilities entered for CLK/MGR/OFC?
_____	_____	Are the Budget Valid to and Valid from dates correct?
_____	_____	Is the billing rule correct?
_____	_____	Has the sales document been updated? (For non-manual billing rules)
_____	_____	Is there a payer entered? Is it the correct number? **PAYER #** _____
_____	_____	Are the correct fund(s), sponsored program(s) and sponsored class(es) entered on the dimensions tab?
_____	_____	Have all the IDC Valid to Dates been entered as 12/31/2075?
_____	_____	Are the IDC rate(s) and base correct (for MTDC base only use the effective 7/1/01)?
_____	_____	Are Pre-Award Costs allowed?
_____	_____	Is there International Activity?
_____	_____	Is Equipment/Travel/Interest entered?
_____	_____	Have the blank data values based on fund been entered?
_____	_____	Have the Misc Flags been verified <u>after</u> default data values entered?
_____	_____	Are all flags completed on Regulatory Tab? (including: Responsible Conduct & Foreign National)?
_____	_____	Is the Fringe Benefit Chargeability tab completed correctly?
_____	_____	Have the reporting requirements been listed? Types, Dates, Address?
_____	_____	Is there Cost Sharing? Are all required flags complete?
_____	_____	Are all internal orders associated with grant in FMDERIVER?
_____	_____	Does the budget document match the budget proposal in COEUS?
_____	_____	Has the billing spreadsheet been updated?
_____	_____	Has COEUS negotiation been changed to AWARDED?
_____	_____	Has award information been updated in PDD?
	_____	If any FCOI or Regulatory issues, were they resolved?
_____		Has the email with award attached been sent to appropriate parties? Are there any Special Terms & Conditions?

New Award Approved by: _____ Date ___ / ___ / ___

_____	Are all award amounts entered on award data tab?
_____	Has the grant status been updated to APPROVED?

External Budget (Grant + Initials) _____	OK to release _____	Date ___ / ___ / ___	DOC#: _____	Date ___ / ___ / ___
Internal Budget (Grant + Initials) _____	OK to release _____	Date ___ / ___ / ___	DOC#: _____	Date ___ / ___ / ___
Internal Budget (Grant + Initials) _____	OK to release _____	Date ___ / ___ / ___	DOC#: _____	Date ___ / ___ / ___