UNIVERSITY OF VERMONT SPONSORED PROJECT ADMINISTRATION

**Department New Award Checklist**

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| UVM Award Number: Project Number  |
|  | **CHECKLIST** |
|  | **Know the Requirements for The Award*** Read the award documents thoroughly. Make sure you understand which rules, regulations, and requirements apply to this award.
* Note important dates for reports, deliverables, and performance period and who is responsible for which reports. (Coordinate with your assigned SPA FA for reports that include financial information.)
* Note any special terms and conditions for the award. (For example: extended record retention requirements, travel and purchase limitations, billing, equipment disposition instructions, etc.)
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|  | **Human Resource Planning*** Review personnel included in the grant proposal, including both direct and cost shared expenses.
* Review the total effort commitments for key personnel to ensure the proposed level for this new project is possible, keeping in mind other commitments.
* Allocate personnel to new project.
* Contact your assigned SPA RA if a reduction in effort needs to be requested from the sponsor.
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|  | **Purchase Planning*** Verify procurement process for budgeted equipment with Purchasing and initiate purchases.
* Finalize the scope of work and other details for independent consultants and initiate the contracting process with Purchasing.
* Comply with all UVM and sponsor requirements for all expenditures. For federal awards (directly awarded or via a subaward from another institution) this includes Uniform Guidance
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|  | **Subawards*** Confirm the budget and scope of work documents with the subaward recipient. Include a schedule of reports you will need from the subawardee.
* Confirm the details of the proposed subawards and work with SPA Outgoing Subaward Specialist to issue subawards.
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|  | **Cost Share*** Proposed cost share becomes an obligation of the award. Review the cost share requirements and make a plan.
* Confirm chart strings for cost share commitments and begin recording cost share as it occurs and through the life of the grant.
* Monitor cost share commitments and expenses in project ledger and operating ledger.
* Third Party cost share must be documented by the provider and provided by the PI to your assigned SPA FA.
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|  | **Reminders*** All award expenses must be reasonable, allowable, allocable, and consistently applied.
* Cost-shared expenses must meet the same allowability rules as direct expenses, unless directed by sponsor.
* Visit <https://www.uvm.edu/uvmweb/sponsored_programs/spa-procedures> for SPA procedures.
* Visit <https://www.uvm.edu/spa/education-and-learning> for educational opportunities offered by SPA.
* Contact your assigned SPA RA and FA with questions or concerns. <https://www.uvm.edu/spa/departmental-assignments>
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