Award (AWD) Checklist

RUTGERS
Office for Research

Note:

Use the "**%**" as the "**wild card**" as a search aid.

(e.g., search for **National Institute of Mental Health**, type **%mental%** and all sponsors with containing "**mental**" in their name will be retrieved.

Section 1.0: General Information

☐ Review and verify *all information* in this section. Contact your award setup specialist if you have any questions.

☐ Use the **Manage Project Access** activity to update the Pre-award Contact, the Post-award contact and those with Read/Edit or Read Only access.

Section 2.0 Additional Personnel

☐ Review and update the personnel. The personnel listed here *must agree* with *all* budgets provided.

Per the Sponsored Programs Facilities and Administrative Costs Policy (90.1.1) the information in this section will be used in conjunction with **Section 5.0** to determine collaborative activity. This will indicate the *minimum number* of project accounts (not including cost-share accounts or program income accounts) to be created in the Oracle Financial System.

Section 3.0: Award Demographics

☐ Review and verify *all information* in this section. Contact your award setup specialist if you have any questions.

Note, the **start date** is a **hard date** in the Oracle Financial System

Section 5.0: Budget Information

Review and verify *all information* in this section. Contact your award setup specialist if you have any questions. Of note:

☐ **Q5.0.1**: Indicate if pre-award spending is to be requested (must be allowable under sponsor guidance/policy)

☐ **Q5.0.2**: Indicate the number of project accounts to be added for this action.

☐ **Q5.0.3**: Identify the Chart of Account (COA) information for each account (Project, Cost Share, Program Income) requested. The number of accounts listed *must match* the number of accounts requested in **Q5.0.2.**

Per the Sponsored Programs Facilities and Administrative Costs Policy (90.1.1) the information in this section will be used in conjunction with **Section 2.0** to determine collaborative activity. This will indicate the *minimum* number of project accounts (not including cost-share or program income) to be created for the project in the Oracle Financial System.

☐ **Q5.0.6**: Identify any Program Income (will require a program income account)

☐ **Q5.0.7**: Identify any Cost Sharing (will require a cost sharing account)

Section 7.0: Compliance

☐ Review and update sections 7.1 IRB, 7.2 IACUC and 7.3 REHS with assigned Protocols to applicable awards (List Protocol # even if not approved yet so status can be tracked). For restricted account: Award Processing | Rutgers Research

Section 8.0: Export Control

☐ Review and verify *all information* in this section and update as applicable.

Section 9.0: Subawards

☐ **Q9.0.1**: Review and verify for *all outgoing subawards* and update if applicable.

Important Links

☐ Oracle Project Request Form (required for each project requested).
https://postaward.rutgers.edu/policies-resources/forms

☐ RSP approved budget template with account codes.
http://orsp.rutgers.edu/budget-template

☐ F&A Waiver Request Form (If F&A is waived/reduced).
http://orsp.rutgers.edu/facilities-and-administrative-costs

☐ PI Change Form
https://orsp.rutgers.edu/pi-changes-and-award-transfers

☐ Non-Sponsored Project Form Forms and Templates | University Finance and Administration (rutgers.edu)

☐ Restricted Account Request Form
https://research.rutgers.edu/research-sponsored-programs/award-processing/awards

Related Quick Guides

- Awards

- RAPSS Award (AWD) Checklist

- RAPSS Award (AWD) and Award Modification Workflow and States Quick Guide

- RAPSS Award (AWD) Workspace Quick Guide

- RAPSS Award (AWD) Department Reconciliation Quick Guide

- RAPSS Award (AWD) Complete Specialist Review & Final Review Change Requests Quick Guide

- General

- RAPSS General-Manage Attachments Quick Guide

- RAPSS General-Terminology Quick Guide

- RAPSS-General-Dashboard Quick Guide