**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(1).doc)); ([basic example](http://www.umassmed.edu/uploadedFiles/Budget_Justification_basic_example(1).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:\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\Biographical_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:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\PHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx) (PHS 398, if requested); [Split-Rate Checklist Page - One Year](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\PHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx); [Split-Rate Checklist Page - Two Years](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\checklist_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.**