1. **Record All Important Project-related Dates in your Calendar**

*Budget and Award end dates* (Periods of performance and window in which when you can spend money)

*Technical report due dates*

*Human or animal protection protocol renewals*

*Environmental Protections training*

1. **Personnel Management & Frequently Forgotten Compliance needs**
2. **New Personnel – SU employee**

[iJan & Payroll processing deadlines](http://comptroller.syr.edu/payrollcalendar.cfm)

Graduate Research Assistant Appointment Information and deadlines

* See [Graduate award](http://www.syr.edu/gradschool/em/graduate_awards_information.html)s information (Log-in to Myslice.syr.edu required, see Employee Resources | Forms and Procedures)

*Prior to hiring & assigning to award* individuals not named in the award

*Debarment & suspension,* confirm not excluded (all federal grants or federal flow-through)

* + [www.epls.gov](http://www.epls.gov)
    - Retain copy of dated epls.gov record(s) for your files.
  + Also send name to OSP Res Admin to log into *e-Customs.*

*Intellectual Property Agreement* ([IPA\_NonFaculty](http://osp.syr.edu/forms%20and%20pages/forms.html) for students & postdocs), sign and send to 113 Bowne.

[*Disclosure of financial conflicts of interest*](http://osp.syr.edu/forms%20and%20pages/forms.html)*,* (COI Part I or Part II)sign and send to 207 Bowne

* + Required of anyone PI deems to be *investigator,* someone responsible for design, conduct or reporting of project.

*At or shortly after hiring –* for NSF awards

[*Responsible Conduct of Research*](http://orip.syr.edu/rcr.php), direct undergraduate, graduate students and postdoctoral researchers to complete CITI training and Part II training, as appropriate.

* <http://orip.syr.edu/rcr.php>

*At or shortly after hiring & assigning* for federal Contracts:

*e-Verify,* all personnel hired after 1986 have immigration documentation are confirmed by HR

* + Timeframe for compliance varies. Check project brief, OSP website, or HR.

1. **Collaborators –** 
   1. **Individuals (Non SU Employees)**

Complete [Non-SU personnel worksheet](http://osp.syr.edu/forms%20and%20pages/forms.html) to verify non-employee status and account type

Complete Consultant Agreement, if appropriate

* Obtain W-9 or W8 BEN foreign consultants.
* Submit partially executed to OSP.

*Debarment & suspension,* confirm not excluded as in 2.A. (mandatory for all federal grants and federal flow-through and recommended for all other sponsors)

* NOTE: OSP will have performed D&S verification at proposal submission for all named individuals and organizations.
  1. **Subawardees**

[*Request to Issue a Subaward*](http://osp.syr.edu/forms%20and%20pages/forms.html)*,* complete and send to OSP

1. **Award Fund Management**

*Allowable costs,* be aware of any unallowable costs as well as costs ordinarily unallowable as direct costs. These will be identified in your “sponsor’s reg” and other sections of your award package.

* Identify alternative fund sources if such items may be required during award, or
* Seek OSP approval for items ordinarily unallowable as direct costs; OSP will secure sponsor approval if required.

*Award rebudgeting,* be aware of what flexibility, if any, you have to rebudget within or between budget categories, which may be required to accomplish project objectives.

* Work with OSP to obtain internal or Sponsor approvals, if required.

*Financial management,* ensure award expenditures are reconciled monthly.

* Monitor the pace of expenditures.
* Confirm charges accurately posted in University financial system.
  + Identified errors are to be corrected in a timely manner using the cost transfer process.

**Expenditure Documentation (See Sample Justification Template – OSP forms)**

*Authorized approver,* notify OSA if PI delegates to another faculty or senior staff member the authority to manage financially the award, i.e., also be responsible for ensuring that all costs are allowable, allocable, reasonable and necessary. (NOTE: departmental administrators may not be delegated this authority.)

*Expenditure Justification,* ensure rationale for need and for allocobility are clearly and concisely conveyed, e.g.,

**Why** is expense necessary to further programmatic needs of project being charged.

NOTE: Statements such as “it’s essential for the project” are inadequate.

Why is it essential? What objective/aim is being advanced?

**Allocation - How** was a determination made regarding the percentage of expense charged?

*PI certification (recommended having on file).* I certify that the expense described is allowable, allocable to the project and reasonable, based on the cost principles outlines in 2 CFR 220. I have authorized the allocation of the expenses as listed against the above referenced project.

**Vendors** (Purchased Services – Research or Education)

*Debarment & suspension,* confirm not excluded if acquisition is > $25,000

* [www.epls.gov](http://www.epls.gov)
* Retain copy of dated epls.gov record for your files
* Documentation will be verified by OSA