

**LINCOLN UNIVERISTY**

Office of the Controller | Grants Accounting

**Post Award Meeting Checklist**

**Project Name:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Type:** [ ]  FEDERAL [ ]  STATE [ ]  PRIVATE

**Principle Investigator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Agency:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Award Number/Sub-Agreement Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Award Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Background** |
|  |
| **Proposal** |
|  | **Yes** | **No** | **Comments** |
| Has the official proposal been forwarded to the Grants Accounting office? | [ ]  | [ ]  |  |
| **Budget** |
|  | **Yes** | **No** | **Comments** |
| Any changes to the proposed budget? | [ ]  | [ ]  |  |
| Budget Numbers | [ ]  | [ ]  |  |
| Salaries, Wages and Benefits – How many people will be hired on this grant, title, and responsibilities? | [ ]  | [ ]  |  |
| Participant Costs – How many students? How participant costs are disbursed (scholarships or stipends)? Are benefits for undergraduate or graduate students? | [ ]  | [ ]  |  |
| Student Compensation: Stipends vs. Wages | [ ]  | [ ]  |  |
| Do any sub-awardees exist? | [ ]  | [ ]  |  |
| How is the indirect costs basis calculated? Are there any variances to the budgeted-to-actual numbers? What is the IDC percentage? (If not already included in proposal) | [ ]  | [ ]  |  |
| Who else will need access to the budget in Colleague? | [ ]  | [ ]  |  |
| **Reporting** |
|  | **Yes** | **No** | **Comments** |
| Method of Payment |  |  |  |
| Is there a financial reporting requirement? Frequency, Report, Submission Method  | [ ]  | [ ]  |  |
| When is the final financial report due? |  |  |  |
| What is the submission Method for financial reports? |  |  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| **Auditing** |
| Research | [ ]  | [ ]  |  |
| Cost Sharing  | [ ]  | [ ]  |  |
| Federally Funded Project | [ ]  | [ ]  |  |
| CFDA Number |  |  |  |

­­­­­­­­­­ **Additional Comments:**

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Grants Accountant Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator (PI) Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSR Staff Date: