**Grant Award Pre-Kickoff Checklist**

**Documents to Gather:**

[ ] **Notice of Award (NOA)** — Found on Kuali

[ ] **Final Budget** — Found on Kuali (may be labeled "PR-B" in file)

[ ] **CFR (Code of Federal Regulations)** — Primary federal terms and conditions

[ ] **Refer to website for Application of Award Terms**

* [Application of Award Terms](https://finance.uw.edu/pafc/federal-regulation-hierarchy-pyramid)

[ ] **Sponsor Guidelines** — Found in Kuali PD

[ ] **Initial Proposal** — Found in Kuali PD

[ ] **Reports Due** — Make note of any upcoming reports

* Use the following methods to confirm deadlines:
* Kuali: Navigate to the "Common Tasks" Tab > Under "Awards," click "Search Awards"; use the "Award Lookup" heading, and type: %doe%, then Search. Under Actions, click "Open" for the desired grant. Under the KC Award heading, click the "Award Actions" tab and in the "Print" header, click "Show." In the "Award Notice" section, click "Print" and download the PDF to save to the PI’s folder.
* Check the Notice of Award on the Sponsor’s website for sponsor deadlines.
* Kuali: Verify if information is populated in the "Payments, Reports & Terms" section.
* Check Kuali documents for Effort commitments (look first in PR-B under Award Attachments).

[ ] **No Cost Extension Deadlines**

* Note: Deadlines vary by sponsor. Ensure ORSP has enough time to process before submission deadline.

[ ] **Grant Contracting (Subawards and Subcontracts)**

* Direct inquiries to grantcontracting@marquette.edu.
* This includes participants, speakers, consultants, performers, material transfers, data use, creative services, etc.

[ ] **Complete Draft Grant Award Kickoff Form**

* Refer to Grant Project Statement and other BI reports and Kuali
* Ensure budget is loaded

[ ] **Set up Kickoff Meeting**

* Schedule a meeting with PI(s), College Business Manager, and relevant stakeholders.
* Send an introductory email identifying personnel involved in the post-award process.

[ ] **Design a 120, 90, 60, 30-Day Timeline for Grant Closeout Process**

* Note: Grant Period End Date
* Contact Grant Accounting at least one month prior to the end date to prepare for the grant closeout.
* Ensure the PI reviews the grant account for accuracy and completeness before Grant Accounting can finalize the financial report and sign off.