

Considerations for Newly Awarded Grants

1. Grant specifics:
 - a. What is the grant name?
 - b. Who is the Grantor?
 - c. Who is the PI?
 - d. What is budget?
 - e. What is the grant period?
 - f. Is there a deliverable?
2. Is there any matching requirement for RMU?
3. Is there an award letter?
4. How are grant funds collected/received?
5. What type of grant is it?
 - a. Academic/Educational?
 - b. Research & Development?
 - c. Philanthropic?
6. Is it a recurring or one time grant?
7. Subaccount number
 - a. Is one assigned?
 - b. What is the preferred name for the grant subaccount?
 - c. If not yet assigned, who will make request?
 - d. Do appropriate personnel know what it is and how to use it?
8. Are there grant documents detailing the external financial reporting requirements
 - a. When are reports required?
 - b. Is there a prescribed format?
 - c. Who will prepare reports?
 - d. Who will submit reports?
9. Internal reporting process- frequency, content, etc.
 - a. Is TM1 access required?
 - b. If so, for whom?
10. Are indirect costs allowed? If so,
 - a. Charging method and frequency
 - b. Allocation method to School, Academic Affairs and Business Affairs (40%, 40%, 20%)
11. Is personnel part of budget? If so,
 - a. Has HR/Payroll been notified of salary charge dept/subaccount?
 - b. Are fringes to be charged to the grant?
 - c. Independent Contractor evaluation form must be completed for payments through Accounts Payable.
12. Are there any facilities considerations like; Space needs? Installation costs for equipment or capital items? Design Costs? Donor Recognition costs (plaques, etc.)? Ongoing maintenance costs?