

## **CUSP (CU I&E) Submission: Sponsored Project Administrative Check List** <sup>[1]</sup>

There are many processes that must be accomplished once a grant/contract award is received by a PI. Jill Rogers of the Skaggs School of Pharmacy and Pharmaceutical Sciences created a check list to ensure that we would remember all of the critical steps. Some of these steps are applicable to any department (e.g. sub-contract, billing), some are applicable internally to the Skaggs School of Pharmacy and Pharmaceutical Sciences (e.g. update speed type list, awards database and proposal list) but could be adapted to apply to any department's particular data collection and shadow systems.

### **HOW DOES THIS IMPACT THE UNIVERSITY ?**

Sponsored research represents a significant portion of the university's funding. It is essential that sponsored research administration be completed in a timely fashion to ensure compliance, accurate reporting, timely collection of funds, appropriate expenditures and processing of subcontracts. This check list ensures that we review the crucial steps for the initial set-up of a grant. These steps are administrative in nature and PI's rely on the grants specialist in our school to ensure that these issues are addressed. However, this form would also be helpful to PI's or their laboratory technicians who do not have a grant specialist to rely upon. This form has prevented grant/contact processes from 'falling through the cracks' and has enabled us to maintain a high standard of sponsored research administration and oversight.

### **IMPLEMENTATION:**

The Skaggs School of Pharmacy and Pharmaceutical Sciences has been using this check-in form for over 3 years.

Idea submitted by Charlotte Klaus, Associate Dean for Finance, Budget and Administration, Skaggs School of Pharmacy and Pharmaceutical Sciences, on behalf of Jill Rogers (Anschutz Medical Campus)

#### **Groups audience:**

Controller

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**Source URL:** <https://www.cu.edu/controller/cusp-submission-sponsored-project-administrative-check-list>

#### **Links**

[1] <https://www.cu.edu/controller/cusp-submission-sponsored-project-administrative-check-list>