

New or Competing Applications & Awards Document Checklist

At the application stage

The following documents are needed at ORS to obtain an institutional signature on a new or competing grant, contract, or collaborative agreement application to a funding agency. All ORS forms, underlined below, are available at: <http://www.umkc.edu/ors/forms/>. **These documents are also required when UMKC is the subcontract on another institution's application.**

- Completed [PeopleSoft Signature Page](#) – Submit no later than 2 full business days prior to submission.
 - Signed by PI, PI's Chair, and PI's Dean
 - Signed by UMKC Co-PIs, or others receiving shared credit and their Chair(s) and Dean(s)
- Completed [Financial Disclosure Form](#) for all key personnel
- Detailed budget (regardless whether a detailed budget is required by the funding agency)
- Copy of complete proposal (if needed, final hard copy proposal copies can be provided after submission)
- Subcontract proposal documentation (if a subcontract is proposed to another institution)
 - Subcontracts (UMKC Prime):
 - A completed and signed [PHS 398 Face Page](#) from the subcontract institution (for NIH applications) OR a completed subcontract [Letter of Intent](#) signed by the authorized official.
 - A copy of the subcontracted institution's F&A (indirect cost) agreement
 - A full detailed subcontract budget
 - The scope of work from the subcontracted institution
- Confirmation of partner involvement
 - If the collaborators are UM system faculty, ORS needs a copy of the signed PeopleSoft Signature Page from each collaborating campus (Columbia, Rolla, or St. Louis).
 - If the partnership is not a subcontract, NSF-collaboration, or UM-system collaboration, a letter of commitment is needed to confirm the level of involvement.

Pre-Award account set-up

- In addition to the starred award-stage documents (below), a signed [Pre-Award Request](#) is required.

At the award stage * Documents that must be submitted to ORS before a project number can be released.

- * Full revised budget (if applicable)

If applicable and if this has not been previously required at the time of proposal or in accordance with other agency guidelines:

- * UMKC IRB approval for Human Subjects
- * UMKC IACUC approval for Animal Use
- * UMKC IBC approval for recombinant DNA or biohazard research
- * UMKC RSC approval for use of radioactivity and/or Radiation Producing Devices
- Subcontract proposal documentation (if a subcontract is to be awarded to another institution)
 - Completed [Subcontract Information Form](#)
 - Full detailed subcontract budget (if revised)
 - Scope of work from the subcontracted institution (if revised)
 - Completed [Financial Disclosure Form](#) for all key personnel
 - IRB approval for Human Subjects (if applicable)
 - IACUC approval for Animal Use (if applicable)
 - IBC approval for recombinant DNA or biohazard research (if applicable)
 - RSC approval for use of radioactivity or RPD's (if applicable)