

## New or Competing Applications & Awards Document Checklist

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### 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)