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)

Questions? Call ORS at 816-235-5600.  10/07/2009