

### New award checklist

- Do I need IRB approvals? Is everyone's training up-to-date?
- Has a copy of the IRB approval been sent to the Agency? To SPA?
- Do I need to rebudget?
- Do I need to set up a tentative account?
- Have EPAFs have been done to add all personnel to index?
- Do I need a cost share index?
- Does the PI want a Procard?
- Does the NOGA need PI signature?
- Set up any necessary standing IRB's and PO's
- For Clinical Trials – has IRB material been sent to HIC and DMC for review?
- For Clinical Trials - has eProp been done? With CTA and affirmation memo, WSU budget generated from sponsor budget, and copy of protocol; along with sponsor contact?
- For clinical Trials, has final consent form been sent to SPA?