

## **Award setup meeting**

Review the award with the Principal Investigator:

- Highlight important award terms and conditions for the PI such as: effort commitments, publication restriction, reporting requirements, deadlines, etc.
- Review awarded budget with the PI and update internal budget plan, as needed
- Get PI confirmation of initial effort allocation for personnel assigned to the project
- Plan for any major equipment purchases
- As applicable, work with the PI to finalize budget. If major re-budgeting is required, you may need sponsor approval.
- If a subaward is included in the proposal, discuss the subrecipient monitoring plan
- As applicable, work with the PI and other collaborating departments to allocate budget and confirm effort allotment for faculty/staff outside the home department