

Documents needed for account activation

These instructions are to be used when requesting an account activation for:

- Federal Awards (new, non-competing continuation)
- Non-Federal Awards (new, non-competing continuation)
- Incoming Subawards (new or amendment)
- Early Account Requests
- Creating Subaccounts
- NIH Training Grants and NIH Individual Fellowship Grants
- Corporate Contracts

PLEASE NOTE: *FOR ALL NEW ACTIONS ON AN ACCOUNT, THE OFFICE OF RESEARCH WILL CHECK FOR UPDATES ON KEY PERSONNEL FOR COMPLETION OF THE COI SUPERFORM AND APPROPRIATE EDUCATIONAL MODULES. IF THESE ARE NOT COMPLETED AND/OR CURRENT THEN THE PROJECT CANNOT BE ACTIVATED. THE DEPARTMENT WILL BE NOTIFIED.*

The following documents are to be sent to the Office of Research (OR) for each action:

NEW - Federal awards

- Form 0136 (including all subaccounts and Institutional numbers if known)
- Form 0202 (including all subaccounts)
- Detailed internal budget (if not already provided)
- Current compliance approval letters (IRB, IACUC, rDNA, etc.)
- UPAS/OPAS forms for pre-award costs (if applicable)

NON-COMPETING CONTINUATION – Federal Award

- Form 0202 to match award (including all subaccounts)
- If compliance approval letters (IRB, IACUC, etc.) have expired since the progress report was submitted, OR will need current documents
- UPAS/OPAS forms for pre-award costs (if applicable)

NEW – NON-FEDERAL AWARDS

- Fully executed award letter/agreement letter
- Form 0136 (including all subaccounts and Institutional numbers if known)
- Form 0202 (including all subaccounts)
- Detailed internal budget (if not already provided)
- Current compliance approval letters (IRB, IACUC, etc.)

NON-COMPETING CONTINUATION – Non-Federal Award

- Award letter releasing new year funds (if applicable)
- If applicable, copy of progress report (if not already processed through OR)
- Form 0136 (including all subaccounts)
- Form 0202 (including all subaccounts)
- Current compliance approval letters (IRB, IACUC, etc.)

INCOMING SUBAWARDS – New or Amendment

- Office of Research “Letter 10” signed by Project Director, Dept. Chair, and Dean
- Detailed internal budget if one has not previously been provided
- Form 0136 (including all subaccounts and Institutional numbers, if known)
- Form 0202 (including all subaccounts)
- Current compliance approval letters (IRB, IACUC, etc.)

EARLY ACCOUNT REQUEST

- Completed EAR form for master and all subaccounts
- Detailed internal budget if one has not previously been provided
- Form 0136 (including all subaccounts)
- Form 0202 (including all subaccounts)
- Current compliance approval letters (IRB, IACUC, etc.)

CREATING A SUBACCOUNT FROM AN EXISTING PROJECT

- Form 0136/Form 0202 for the new subaccount
- BMR for the account being reduced which will remove money from the account to be credited
- Current compliance approval letters (IRB, IACUC, etc.) if applicable to the subaccount
- COI and modules will be checked if subaccount names new key personnel

NIH TRAINING GRANTS (“T” SERIES)

- Form 0136 (including all subaccounts and Institutional numbers if known)
- Form 0202 (including all subaccounts)
- Detailed internal budget if one has not previously been provided

PLEASE NOTE: Compliance approval letters for individual research projects on which the trainees are working will be obtained at the time of renewal or continuation of that project.

Trainees are required to complete COI / ISER prior to being appointed.

NIH INDIVIDUAL FELLOWSHIP GRANTS (“F” SERIES”)

- Form 0136
- Form 0202
- Detailed internal budget if one has not previously been provided
- Current compliance approval letters (IRB, IACUC, etc.) if applicable
- NIH Individual Fellowship Activation Notice (Form PHS 416-5)

~~Please contact your Grants and Contracts Officer
for requirements on all other activation types~~

CORPORATE CONTRACTS

- Form 0136 (including all subaccounts and Institutional numbers if known)
- Form 0202 (including all subaccounts)
- Current compliance approval letters (IRB, IACUC, rDNA, etc.)
- Copy of contract signed by all parties

~~Please contact your Clinical and Corporate Contracts Officer with any questions~~

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