

# REQUIRED FOR GRANT RELATED ITEMS ONLY

Office of Research *MANDATORY Grants Management* **OTHER DOCUMENTS** Cover Page

The Office of Research cannot process your proposal until ALL documents are received.

Institution #(if applicable)

**If your request is received without this coversheet the action will be returned to your department unprocessed.**

### **Just-in-Time (JIT) Electronic (Cover page not required)**

*For JIT instructions go to: <http://www.pitt.edu/~offres/proposal/JITProc.pdf>*

### **Just-in-Time (JIT) Paper/Other**

Copy of sponsor request	<input type="checkbox"/>
If the request was verbal please indicate	<input type="checkbox"/>
Documents in sponsor-required format	<input type="checkbox"/>
If request is via email, please forward the email	<input type="checkbox"/>

### **University Prior Approval System (UPAS)**

One completed UPAS form	<input type="checkbox"/>
Budget Modification Request (BMR) (unless for pre-award costs)	<input type="checkbox"/>
Appropriate backup documents, if applicable	<input type="checkbox"/>

*For UPAS instructions go to: [http://www.pitt.edu/~offres/forms/prior\\_intro.html](http://www.pitt.edu/~offres/forms/prior_intro.html)*

### **No Cost Extension (NCE)**

Completed NCE Form (grantee approved NCE only) or Request letter (sponsor approved NCE only)	<input type="checkbox"/>
All applicable compliance approval letters	<input type="checkbox"/>
Budget (if applicable)	<input type="checkbox"/>
Other sponsor documents (if applicable)	<input type="checkbox"/>

*For NCE instruction go to: [http://www.pitt.edu/~offres/forms/NCE\\_intro.html](http://www.pitt.edu/~offres/forms/NCE_intro.html)*

### **Add on**

Pages 1 & 2 of the Form 136	<input type="checkbox"/>
One completed copy of the Form 202	<input type="checkbox"/>
Applicable backup documents	<input type="checkbox"/>

### **New Subaccount Requests**

Completed Pages 1 and 2 of the Form 136	<input type="checkbox"/>
Budget Modification Request Form	<input type="checkbox"/>

### **Subaward/Contracted Services Agreement Requests (Cover page not required)**

**NO HARD COPY REQUESTS WILL BE ACCEPTED** *For processing instructions go to: [http://www.pitt.edu/~offres/forms/sub-csa-05-apon\\_appr.pdf](http://www.pitt.edu/~offres/forms/sub-csa-05-apon_appr.pdf)*

### **Request Letters**

Letter signed by all appropriate parties	<input type="checkbox"/>
Applicable backup documents	<input type="checkbox"/>

### **\*Early Account Request (EAR)**

One completed copy of the EAR Form	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136, if not previously submitted	<input type="checkbox"/>
One completed copy of the Form 202	<input type="checkbox"/>
All applicable compliance approval letters	<input type="checkbox"/>

### **Intergovernmental Personnel Agreement (IPA)**

Pages 1 & 2 of the Form 136	<input type="checkbox"/>
One completed copy of the Form 202	<input type="checkbox"/>
Completed IPA Agreement	<input type="checkbox"/>

### **Memorandum of Understanding (MOU)**

MOU signed by all appropriate parties	<input type="checkbox"/>
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### **Final Invention Statement (FIS)**

One completed sponsor FIS form (if being submitted via paper)	<input type="checkbox"/>
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*For FIS instructions go to: <http://www.pitt.edu/~offres/proposal/FinalInventionStatement.pdf>*

### **\*Incoming Subaward / Subcontract and Other Award Notices**

Copy of incoming Agreement or Notice	<input type="checkbox"/>
Completed Pages 1 and 2 of the Form 136 (if not previously submitted)	<input type="checkbox"/>
One completed copy of the Form 202	<input type="checkbox"/>
All applicable compliance approval letters	<input type="checkbox"/>
Budget and Justification	<input type="checkbox"/>

### **NSF Proposal File Updates**

Request from NSF stating what portion of the proposal requires update	<input type="checkbox"/>
Copy of the updated section of the proposal	<input type="checkbox"/>

### **NSF Budget Revisions**

Request from the NSF requesting the budget update	<input type="checkbox"/>
Copy of the updated budget	<input type="checkbox"/>

### **Other Documents for Review and Action**

Applicable backup documentation	<input type="checkbox"/>
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### **Comments:**

Department Contact Person

Department Contact Person phone/email address