

Post Award Support Planning Meeting

Subject	Specifics	Notes
1 st meeting date		Attendees:
Official Performance Period (no spending before or after this date):		Pre-award spending required? (if yes, contact OSP-complete "Institutional Prior Approval Request form on OSP website)
Approved Budget:	\$ Consists mainly of:	
PIs/CoPIs		
F&A/Split:		PI account set up or know ST? Send or pull F&A Addendum and log
Sponsor		
Reporting		
Subawards:		If yes, complete OSP form to initiate contracting. Then following PSC steps specifically for subaward PO SPA guidance: Subrecipient Monitoring Procedures 6-2023.pdf (uccs.edu)
IRB?		
Faculty/Staff Salaries/Hires:	Summer: Course Buyouts: AY pay:	Summer pay requires preauth, start in May: Summer Salary Tool.xlsx (live.com)
Student(s) Pay	AY/when: Tuition included: Department contact:	

Procurement Needs/When	Contractors: Supplies: Other:	
Study Subject Payments/how & when		Have them complete Study Subject Payments Processing Questionnaire. If using Online Coordinators (3 rd party site), must send signed form to Acctfinc. Other references: Gift Cards and PSC Procedural Statement: Study Subject Payments University of Colorado (cu.edu)
Travel/when		Are you a delegate for this faculty?
Other		

Next meeting:

Notes: