

CHECKLIST: Industry-Sponsored Application for Education-Related Activities

When applying for education-related industry-sponsored funding:

- PI decides to apply for an opportunity & notifies Coordinators and/or Research Administrator
- Coordinator notifies Research Administrator and provides link to opportunity
- Coordinator gets Regulatory Affairs/Dr. Rosa permission and sends approval to Research Administrator: <http://www.feinberg.northwestern.edu/compliance/resources/coi-and-prof-integrity/index.html>
- Coordinator sends all application documents & budget draft to Research Administrator
 - o Coordinator, Research Administrator & PI confirm the budget
- Research Administrator creates InfoEd record & routes for central approvals (OSR)
- Office of Sponsored Research (OSR) reviews application, requests adjustments, and gives approval
- Coordinators apply for the grant opportunity & sends final application (or print screen of application submission) to Research Administrator
- Research Administrator provides all documentation to OSR to complete their records and ensure everything is ready once awarded

If funding is received:

- Coordinator notifies Research Administrator ASAP
 - o Provide award letter and/or agreement when received
 - o Provide original check for processing
 - o Provide all documentation received with the payment
- Research Administrator notifies OSR that funding was awarded and works with the sponsor to confirm all terms and conditions.
- Research Administrator or Financial Administrator gives the check to ASRSP for processing.
- Research Administrator works with OSR to confirm the budget (OSR-3) and open a chartstring.
 - o PI provides written documentation that he/she has read and understands the LOA
- Research Administrator notifies Coordinators and PI of chartstring (once established) so expenses can be charged as appropriate.
- Coordinators track all purchases made and follow up to make sure invoices are received.
- Coordinator sends all invoices to Research Administrator for processing.
- Research Administrator work with Financial Administrators to process invoices.
- Research Administrator provides Research Coordinators and PI with a financial summary periodically (or upon request) to ensure that spending aligns with expectations.
- At project close:
 - o Coordinators confirm all expenses have been processed.
 - o Research Administrator reconciles finances and works with PI to obtain closeout paperwork & notify ASRSP & OSR
 - o ASRSP processes closeout paperwork and submits final report to sponsor (as applicable)
 - o OSR updates end dates and project status in InfoEd

If funding is not received:

- Coordinator notifies Research Administrator
- Research Administrator updates files and notifies OSR so central records can be updated as well