

## Pre-Award

### Internal Checklist

[Checklist for ALL applications \(Federal, State, Private, and Industry Sponsored Clinical Trials\)](#)

(Fillable WORD.doc)

### DHHS Forms

[PHS 398 Form Page 1](#)

(Face Page) for the Research Institute (Word)

[PHS 398 Forms](#)

[PHS 2590 Forms](#)

[PHS 3734 Relinquishment Form](#)

[HHS 568 Final Inventions Statement Form](#)

[HRSA Forms](#)

### Internal (KUMCRI) Forms

[Cost Sharing](#)

Costs committed that are not being born by the sponsor, but will be covered by the university or other 3<sup>rd</sup> party entity.

[Cost Sharing Policy](#)

[Effort Changes Key Personnel on Grant](#)

To request approval of the change in effort for key personnel on grants

[Pre-Award Cost Agreement](#)

To request approval to spend funds prior to receiving the notice of grant award.

[Request for Investigator Status](#)

Non-faculty member who wishes to be named as PI on a proposal must complete this form.

See PI Eligibility Policy

[Request for No Cost Extension](#)

Electronically submits your request to SPA to extend your grant beyond the project period end date.

[Subaward – Intent to Establish a Consortium Agreement](#)

Needs to be completed when collaborating as a subcontractor with an investigator at another institution/organization.

### Compliance Forms

[Animal Care](#)

[Conflict of Interest](#)

## Post-Award (Grant Administration)

[News/Updates](#)

Announcements and Updates from the Grants Monitoring and Research Institute Controller's Staff

### General Information

[Frequently Asked Questions \(FAQ\) - {Reiteration of RI Policies and Procedures}](#)

Valid Object/Expense Codes used in RINST

[Interdepartmental Billing \(IDB\) Contracts for Questions](#)

Names and Telephone Numbers for IDB Charging Departments

[Department Research Administrators Contact List](#)

(alphabetical by department/center)

[Pre-Award Cost Agreement](#)

To request approval to spend funds prior to receiving the notice of grant award.

[RINST Account Codes](#)

Valid RINST Account Codes for PeopleSoft

### Authorizations

[Authorization Form](#)

To give authorization to request Budget Reallocations and/or to submit Requisitions, BPC, and Travel Requests

### Budgeting Information

[Rebudgeting Request](#)

(See [Prior Approval Requirements](#) for re-budgeting guidelines)

To request budget reallocation from one category and/or SpeedType to another

[Subcontract/Subawards](#)

Information required to set up a Subcontract/Subaward

### Accounts Payable/Purchasing Information

[Click here to go to the financial and Administrative Services Staff Page](#)

[New Vendor Setup/New Vendor Address Request](#)

To Request New Vendor or Address Change to Existing Vendors.

[Blank W-9](#)

To Request a Tax Identification or Social Security Number from a Vendor.

## [Human Subjects](#)

### [“Chalk” Website for Human Subjects Protection Training](#)

## [Change PO Request](#)

To Change the Quantity for a PO that has had no portion of the PO paid yet.

## [Cancel or Finalize PO Request](#)

To Cancel or Finalize a Line of a PO or Entire PO so the Encumbrance is liquidated

## [Contractual Services Form](#)

Required when paying a non-employee for services performed, even if the person provides an invoice.

## [Expense Reallocation Request](#)

To request expenses be transferred from one SpeedType to another.

## [Cash Equivalent Subject Payment Form](#)

Enter subject information on this form when a subject receives a cash equivalent (i.e. gift card)

## **Closing Clinical Studies**

### [HSC Closure and Financial Reconciliation Forms](#)

## **Information and Account Request**

### [Revenue Report\(s\) Request](#)

Request up to 8 revenue reports

### [Invoice or Check Copy Request](#)

To Request a Copy of an Invoice, the Documentation as it was mailed from the RI, or a Cancelled Check

### [Subject Payment\(s\) Request](#)

Request subject payment detail expenditure reports (Payee, Date Paid, Amount Paid) for up to 8 accounts