

Please **DO NOT DOWNLOAD**. Contact **OGRA** for the request for
the **Activation Package Checklist form**.

Activation Package Checklist

Date:		Award Number:	
Grant Title:			
Sponsoring Agency		Period of Award:	
Agency Program Director: Address:		Telephone No.:	
		Email Address:	
CSU PI/FO: CSU ID No.:		Email Address:	
Department:		Telephone No.:	
Are there Subcontractors identified in this budget: Yes [x] No [] (If there are more than two subrecipients please attach a list of all of the subrecipients with the contact information listed below.)			
Name: Address: City, State and Zip: Telephone: Email: Authorized Signatory:		Name: Address: City, State and Zip: Telephone: Email: Authorized Signatory:	
FEIN Number:		FEIN Number:	
Grant Fund Number:		CFDA Number:	
Detail Code:	DUNS No.:	Accountant:	

To Be Completed by the Pre-Grant and Contract Administrator (PreGCA):

(The [PreGCA](#) must make sure that the following are in the Grant Fund File.)

- Activation of Project Memorandum
- [Budget Summary Packet](#) has been submitted:
 - Sponsored Program Budget Summary with requested signatures (completed by [PreGCA](#))
 - Sponsored Program Detailed Grant/Contract Personnel Services Budget with requested signatures

(Completed by [PreGCA](#))

- Sponsored Program Indirect Costs Worksheet with requested signatures (completed by GAG)
- Personnel Change Form(s) for Designated Personnel
- Letter(s) Authorizing Release Time for Designated Personnel

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- Hiring Forms or Hiring Contracts (completed by OGRA)
- Copy(ies) of Authorization for Overrides for Designated Personnel (prepared by the PI)
- Copies of the Subcontracts:
 - The signed Subrecipient Commitment Form is on file in OGRA
 - The signed Subcontract Worksheet is on file in OGRA
 - The signed Subcontract Checklist is on file in OGRA
- Students Awards:
 - Eligibility Requirements for Student Participation
 - Master list of student awards distributions (received no later than 5 days after the start date of the semester)
- Copy of the Award Notification
- Copy of the Award Letter
- List of the Program and Fiscal Reports Deadlines:

MANDATORY: Completion of this checklist requires that the fiscal officer lists the deadline dates of the Progress and Financial Reports and the names of the persons responsible for submitting those reports. The fiscal officer must be in the presence of the Pre-Grants and Contracts Administrator initial their acknowledgement of the dates and that they take full responsibility for reports that are not submitted to OGRA prior to deadlines and that are submitted late to the agency.

Reporting Deadlines and Names of Submitters						
Progress Reports			Financial Reports			Initial of Fiscal Officer
Quarter	Date	Submitter	Quarter	Date	Submitter	
Final			Final			

- Copy of the Intent to Submit a Proposal with attached documentation
- Copy of the Proposal Approval Form with attached documentation
- Copy of the 'Final' Awarded Proposal and Budget
- Signed Request for an Advance from the Anticipated Grant/Fund form (If required)

The Pre-Grant and Contracts Administrator hereby certify that the above information is correct and current and that the requested paperwork is on file in the Office of Grants and Research Administration:

Angela Hopgood- Miller _____
 Pre-Grant and Contracts Administrator Date

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To Be Completed by the Post-Grant and Compliance Administrator (PostGCA):
 (The [PostGCA](#) must make sure that the following are in the Grant Fund File.)

By checking the boxes below, the [Post-Grant and Compliance Administrator](#) certifies that they have had the following discussions with the Principal Investigator/Fiscal Officer, Subrecipients and Staff. The following should be checked with each item initialed by the fiscal officer. By initialing below, the Principal Investigator/Fiscal Officer acknowledges their receipt of copies of the following policies:

- Orientation for the CSU Principal Investigator/Fiscal Officer/Subrecipients:

Initial

- ____ Reporting Schedule and Deadlines Policy (signed by the CSU Principal Investigator/Fiscal Officer)
 ____ Policy of Responsibilities of the Fiscal Officer (signed by the CSU Principal Investigator/Fiscal Officer)
 ____ Policy for Subrecipient Monitoring
 ____ Policy for Invoicing

Attendance at Orientation		
Date	Name	Signature

Attendees to the orientation are personnel who are supported by this specific grant. It is important that all relevant personnel attend the orientation to ensure that everyone supported by the grant understand all of the relevant compliance issue and regulatory guidelines. If there are more attendees, please attach attendance sheet to this checklist

- Attached Schedule for Monitoring of Subrecipients (if applicable)
 Review of Award Letter/Notification and Compliance (copy of Award Letter/Notification should be attached with each compliance section initialed by the Principal Investigator/Fiscal Officer and PostGCA. By initialing sections, the PI/FO acknowledges that they understand the compliance regulation and by initialing sections, the PostGCA certifies that they have discussed this compliance requirement with PI/FO and personnel and is satisfied that they understand the regulation and consequences of failing to comply.)

The POST-Grant and Contracts Administrator hereby certify that the above information is correct and current and that the requested paperwork is on file in the Office of Grants and Research Administration:

 Ditas Vidad
 Post-Grant and Compliance Administrator

 Date

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To Be Completed by the Associate Vice President of Sponsored Programs:

This is to certify that the above information has been reviewed by the Associate Vice President of Sponsored Programs and that the information is current and correct to the best of their knowledge:

Yvonne Harris, Ph.D.
Associate Vice President of Sponsored Programs

Date: _____

SAMPLE