PROJECT INITIATION CHECKLIST

The Project Director has responsibility to:

Create and prepare project work scope, deliverables and budget proposal

Sign university authorization for proposal submission to funding agency

Notify RSP office if award documents are sent directly to project director

Review and approve or reject award agreement and budget

Review award notice and account information

Contact co-investigators or sub-awardees initiating their responsibilities as well as
review and monitor all sub-award activity at least bi-monthly

Notify budget director concerning percentage effort devoted to project for each
Pepperdine employee paid from project grant funds

Notify budget director of any cost share/matching expenditures so that these
will be tracked accordingly

Notify and provide justification to budget director of any budget revisions

Notify and provide justification to RSP office for budget line item revisions of 10%
or more or as outlined in the agreement

Prepare and submit reports on time, within agency requirements, providing copies
to RSP

Maintain records for undergraduate, graduate, and post-doc student research training.
Responsible conduct training is required for any student working on the project
regardless of compensation.