

TO: Principal Investigator: \_\_\_\_\_  
(lead investigator's name)

CC: Departmental Business Services Coordinator

FROM: CALS Contracts and Grants, Campus Box 7644, 18 Patterson Hall, Raleigh, NC 27695

DATE: \_\_\_\_\_ RE: CALS Checklist for Project No. \_\_\_\_\_

**PLEASE NOTE**

This checklist is provided to assist principal investigators and departmental business services coordinators recognize and act on items that require follow-up.

**Items checked are applicable to the attached grant, there may be additional concerns noted during subsequent review by the post-award consultant assigned, below.**

- Salaries are to be paid against this account.** Contact your departmental business services coordinator regarding appointments/salary redistributions, as summarized **on the lines below:**

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- SUBCONTRACTS ARE BUDGETED.** The principal investigator must request that subcontracts be issued.  
These requests can be initiated by the PI in the Project Modification Request (PMR) system at: <http://cng.ncsu.edu/systems/pmr/>, or the PI may seek assistance from the post-award consultant assigned this account and listed below. The following information must be included with the PMR request:  
(1) Scope of work for the subcontractor; (2) Budget and justification for the subcontractor; (3) CV for subcontractor's principal investigator, and (4) A Subaward Action Request form available at: <http://research.ncsu.edu/sparcs-docs/subawards/subreq.xlsx>
- CASH MATCHING.** This account has cash matching committed. **Copies** of the invoices paid to satisfy the cash matching should be sent to via e-mail to: **cals\_cg@ncsu.edu**, clearly indicating **IN THE SUBJECT LINE OF THE E-MAIL** that the payment satisfies a **COST-SHARE OBLIGATION**. Note on the invoice the project account to be paid from and that it is **cash matching** for a grant.
- THIRD-PARTY MATCH.** The project proposal promised contributions, either cash or in-kind, from a third party that will likely need to be documented with each invoice to the sponsor. Steps should be taken to document satisfaction of the obligation immediately. Departments should send this documentation to **cals\_cg@ncsu.edu**.  
**Questions regarding required documentation of third party match should be directed to the post-award consultant indicated below. It may be necessary to create a PINS record to establish an account with the third-party collaborator to receive these funds at NC State University.**

The Post-Award Consultant in the CALS Contracts & Grants unit handling this account is:

**A Post-Award Consultant's Name and Contact Here**