Principal Investigator: ________________________________
(lead investigator’s name)

Departmental Human Resources / Cost Share Coordinator

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

DATE: ________________________________

SUBJECT: CALS Checklist for Project No. ________________________________

PLEASE NOTE

This checklist is provided to assist principal investigators and departmental administrative and human resources personnel recognize and act on items that require follow-up.

Only those items checked are applicable to the attached grant.

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

______________________________

____ Subcontracts are budgeted. The principal investigator must request that subcontracts be issued.

E-mail requests to dollie_moore@ncsu.edu If NOT included in the proposal, the following information must also be provided.

(1) Scope of work for the subcontractor; (2) Budget and justification for the subcontractor; (3) CV for subcontractor principal investigator.

____ Cash Matching – This account has cash matching committed. Copies of the invoices paid to satisfy the cash matching should be sent to Jean Cooper, at the above address at the time expenditures are paid. Note on the invoice the project account to be paid from and that it is cash matching for a grant.

____ This account contains third-party match. Documentation from the third party is required at the end of the grant period. Departments should send this documentation to Jean Cooper at the address above. Questions: 919/515-6376.

The accounting specialist in the CALS Contracts & Grants unit handling this account:

____ Toccara Blount, 919/513-7165 ............. 001  ______ Brenda Wright, 919/513-2518 ............. 012
____ Eric L. Rice, 919/515-7033 ............. 002  ______ Leena Kathuria, 919/515-4499 ............. 013
____ Teresa Pearce, 919/513-7316 ............. 003  ______ Michelle Gray 919/515-5748 ............. 014
____ Heather Thorpe, 919/515-3749 ............. 010  ______ Sallye Hunter, 919/513-7770 ............. 015
____ 011 Desk, Vacant call, 919/513-1743 .011  ______ Shirley Rich Patterson 919/513-8230 .. 016