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| **U-CHEck PART I** |

**U-CHEck** is a targeted review of the Funding Proposal (FP) site in ERA that includes verifying **FP matches the information submitted to the sponsor** and identifying data that might need to be corrected. This process should occur prior to award and is intended to make internal changes only. This process **cannot be used to make changes that require prior sponsor approval**. Updates to the FP can be made prior to award by running the *ASU Post-Submission Request* activity in ERA. Be aware some administrative changes might require re-routing. Refer to [WI-SN-40](https://researchadmin.asu.edu/procedures/submit-and-negotiate/wi-sn-40) for more information.

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| **Principal Investigator:** |  | **Funding Proposal Number/Link:** |  |
| **Anticipated Start Date:** |  | **Assigned RA:** |  |

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| **ERA FP SITE – ADMINISTRATIVE DATA CHECK** | | | | | | | |
| **Field To Review** | **Changes?** | **Notes** | | **Field To Review** | | **Changes?** | **Notes** |
| Lead Financial Unit |  |  | | Internal PI | |  |  |
| REC/RID/IIA Allocations |  |  | | Cost-Share Allocations | |  |  |
| **ERA FP SITE – PROPOSAL DATA CHECK** *(ALL SUBMISSIONS)* | | | | | | | |
| Special Reviews |  |  | | Budget | |  |  |
| Cost-Share |  |  | | If Post-Submission budget changes have been made, has the most recent sponsor-approved budget been promoted to “Current” in ERA?  Yes  No | | | |
| **ERA FP SITE – PROPOSAL DATA CHECK** *(NON-S2S SUBMISSIONS)* | | | | | | | |
| Is a copy of submitted proposal available in ERA?  YES  NO | | | | | | | |
| **Field To Review** | **Changes?** | **Notes** | | **Field To Review** | **Changes?** | | **Notes** |
| Sponsor |  |  | | Project Title |  | |  |
| Prime Sponsor |  |  | | Sub Institutions |  | |  |
| Senior Personnel |  |  | | Project Dates |  | |  |
| **OTHER UNIT LEVEL CHECKS** | | | | | | | |
| Are department reviews complete? | | | YES  NO If NO, send reminder to pending approvers | | | | |
| If F&A waiver required, is F&A waiver fully approved in ERA? | | | YES  NO If NO, send reminder to pending approvers | | | | |
| Will a new ERA Unit be needed? | | | YES  NO If Yes, submit [New ERA Unit Request](https://researchadmin.asu.edu/sites/default/files/New%20ERA%20Unit%20Request.oft) (Process takes 3-5 Business Days) | | | | |
| Will a new Workday Cost Center be need? | | | YES  NO If Yes, run the [Create Request](https://www.myworkday.com/asu/d/task/2997$12683.htmld) task in Workday (Process takes 5-7 Business Days) | | | | |
| Will a new Workday Grant Hierarchy be needed? | | | YES  NO If Yes, run the [Create Request](https://www.myworkday.com/asu/d/task/2997$12683.htmld) task in Workday (Process takes 5-7 Business Days) | | | | |
| Will new Workday Optional Worktags be needed? | | | YES  NO If Yes, run the [Create Request](https://www.myworkday.com/asu/d/task/2997$12683.htmld) task in Workday (Process takes 5-7 Business Days) | | | | |
| If [Human Subjects](https://researchintegrity.asu.edu/human-subjects) are involved, has PI initiated IRB process? | | | YES  NO If No, prompt PI to contact ORIA (Process takes one to four weeks) | | | | |
| If [Vertebrate Animals](https://researchintegrity.asu.edu/animals) are involved, has PI initiated IACUC process? | | | YES  NO If No, prompt PI to contact ORIA (Process takes up to three weeks) | | | | |
| If Native American Involvement, has PI initiated Cultural Review process? | | | YES  NO If No, prompt PI to contact ORIA (Process may take weeks and up to six months) | | | | |
| If Biological Materials are involved, has PI initiated approval process? | | | YES  NO If No, prompt PI to contact ORIA (Process takes up to three weeks) | | | | |
| If [Scientific Diving](https://researchintegrity.asu.edu/scientific-diving) is involved, has PI contacted ORIA? | | | YES  NO If No, prompt PI to contact ORIA (Process takes up to 60 days) | | | | |
| If project includes subawards, is the correct institution listed in ERA? | | | YES  NO If No, run ASU Post-Submission Request activity in ERA and update. | | | | |
| If project includes subawards, has the unit received all required docs? | | | YES  NO If No, reach out to subaward institution to request [subaward documents](https://researchadmin.asu.edu/proposal-time#Subaward%20from%20ASU). | | | | |
| If project includes subawards, is the subawardee a supplier in Workday? | | | YES  NO If No, initiate the [Supplier Set-Up](https://cfo.asu.edu/procurement-guide#supplier-set-up) process (Process takes 3-5 Business Days) | | | | |

**Go On to** [**U-CHEck PART II**](#_U-CHEck_PART_II)

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| **U-CHEck PART II** |
| Part II of U-CHEck consists of notifying ORSPA that the unit review is complete and communicating any information that would be useful to the AMT GCO at activation time. To complete Part II of U-CHEck:   1. Complete the form below 2. Run the *Notify PNT* action in ERA and upload the completed form 3. In the comments of the *Notify PNT* text box include the following:   ***This Funding Proposal has been verified by the unit. All information is accurate, complete and can be used to activate the award. Please upload the attached form to the “Notes to AMT” field of the funding proposal.*** |

**NOTES TO AMT**

This Funding Proposal has been verified by the unit. All information in ERA is accurate, complete and can be used to activate the award. Additionally, I want to confirm/request the following:

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| **MAIN PROJECT ACCOUNT:**  Use Workday Data Listed in the Master Store | | Use the information below:  Lead Financial Unit: Campus:  Cost Center: Grant Hierarchy: | |
| **COST SHARE:**  YES  NO  If YES, the cost share tracking method will be:  State-Funded Companion Account  **Standard Companion Account**  3rd Party In-Kind Memo/Report  **3rd Party Cash Companion Account**  In-Kind Calculation (e.g., F&A) | | *If Standard Companion or 3rd Party Cash Companion account:*  Use same Lead Financial Unit/Workday Data as main account  Use the following:  Lead Financial Unit: Campus:  Cost Center: Grant Hierarchy: | |
| **CHILD ACCOUNTS:**  YES  NO | If YES,  I certify that child accounts do not constitute a change in the approved sponsored budget. Additional accounts are requested to help in post-award management of the award.  If YES, account information to be used is as follows: | | |
| Account Name: |  | Account Type: |  |
| Account PI: |  | Lead Financial Unit: |  |
| Cost Center |  | Grant Hierarchy: |  |
| Campus: |  | Budget Attached? | YES  NO |
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| **COMMENTS:** | | | |