

Contract Checklist

Date: _____

PI: _____

Sponsor: _____

Grant/Contract/Protocol Number: _____

Attached please find:

New Amendment Other Type of Contract

If new, provide eProp #: _____

If amendment, provide account #: _____

If other, list type (CDA, etc.): _____

Agreement

Affirmation Memo completed by the PI

Statement of Work

IRB (If recently approved and available)

Sponsor Contact Information (or cover letter):

Other (Please Describe):

