Electronic ICS Request Checklist

Specialist_____________

Submit date:__________

PI____________________ Dept.________________________

Agency________________________________________________

If Federal pass through list Federal agency____________________

Detailed budget attached (include level of effort for named faculty)

If cost share is included, has the PI been informed that the cost share form has to be manually completed?

Does copy of ICS and budget need to be sent to Compliance for COI review?

If subcontract is included, attach letter of support, statement of work, approved budget, and copy of cost rate agreement.

Grant Assistant:________________

Proposal Number:____________

Date e-mailed to PI:____________

Date PI information completed:__________

Date e-mailed Compliance, if needed:_______

Will Hazardous Materials be used? If so, send copy to Compliance.

Date sent to routing:___________________