

OSP REQUEST FOR AWARD DOCUMENTS

OSP Assigned Number	
Investigator	
Sponsor	
Project Title	
OSP Reviewer	
Subaward Reviewer	

The Office of Sponsored Programs (OSP) is in receipt of the attached award. Please send the document(s) / information indicated below to osp@uab.edu so that we may initiate the processing of your award. If the attached award involves one or more outgoing subawards, please submit the subaward documents to subawards@uab.edu for each subaward.

AWARD TYPE

- | | |
|---|---|
| <input type="checkbox"/> New/Competing Continuation/Transfer In | <input type="checkbox"/> Noncompeting Continuation/Continuation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Supplement |
| <input type="checkbox"/> Change in PI | |

REQUESTED DOCUMENT(S)

- Budget – Please complete the following ^[3]: [UAB Internal Federal Budget Form](#)
Budget must match NGA total (Amount of this Action (Federal Share)) listed on the third page.
- [Program Project Budget Template](#) - (If this is a program project, e.g., P30, P50, P60, U01, U19, U54, etc.)
- Budget Justification
Only applicable to New/Competing Continuation/Supplement. Not applicable to Noncompeting Continuation/Continuation.
- Subaward Documents – [Outgoing Subaward Request Form](#), Budget, Budget Justification, [Statement of Work](#), [Subrecipient Questionnaire](#), [Letter of Intent](#) (if new) or [Ongoing Projects Form](#) (if ongoing)
Note that each subaward must have its own set of required documents listed above and be sent to subawards@uab.edu.
- Activation Notice – [PHS 416-5](#) (Must have original signatures. Submit to OSP@UAB.EDU for approval & submission to NIH.)
Applicable for NIH Fellowship Awards. Required in order to release this award to GCA.
- Final Proposal
Provide the version submitted to the sponsor.

If applicable...

- | | |
|--|--|
| <input type="checkbox"/> Cost Sharing Form | <input type="checkbox"/> IDC Revenue Redistribution Form |
|--|--|

- Other Requested Document(s)...

IMPORTANT REMINDERS

1. If there have been any changes to Responsible Personnel, a revised RPL must be submitted to OSP to prevent a delay in processing your award.
2. Any subsequent budget modifications will be subject to the rebudgeting process.
3. The following NIH awards do not require the use of the forms linked above: Research Training Grants (T).