

DCP Admin Due Diligence Checklist

Purpose:

This checklist is designed to help admins research questions and problems on their own before reaching out to College or Core offices. The goal is **not to be perfect**—even if your proposed solution is wrong, the important thing is that you are practicing research, critical thinking, and problem-solving. The college and Core offices are here to help guide you to the correct answer.

By following this checklist, you will:

1. **Learn to find answers independently** using sponsor and institutional resources.
2. **Practice interpreting rules and policies** to form your own proposed solution.
3. **Make communications clearer and faster** when you need to ask for help.
4. **Build your professional skills** in research administration, compliance, and problem-solving.

How to Use This Checklist:

- Complete all steps before contacting other offices.
- Record your findings and your proposed solution.
- Only escalate once you have done your research and written down a recommended answer.

DCP Proposal & Award Admin Self-Research Checklist

Step 1: Clearly Define Your Question

- What exactly is the question or problem?
- Is this **before award (proposal)** or **after award (management)**?
- Are there deadlines or urgency you need to note?

Step 2: Check Required Resources

Make sure you have reviewed **all relevant resources** before asking for help.

Sponsor Resources

- ☐ Sponsor guidelines / RFP / NOFO or instructions
- ☐ Sponsor website (FAQs, Policy pages, updates)
- ☐ Sponsor Submission systems (if applicable)

Notes / Links / Key Findings:

Institutional Resources

- ☐ Research office website (policies, procedures, guidance, FAQ, Frequently Used Facts)
- ☐ College website (internal processes, deadlines, templates, Cheat Sheets)

Notes / Links / Key Findings:

Check Your Budget / Expenses (if applicable)

- ☐ Budget follows sponsor rules and institutional policies
- ☐ Costs are allowed by the sponsor, related to the project, and reasonably priced

Post-Award Only (if applicable)

- ☐ HR website (payroll, hiring, effort, appointments)
- ☐ Fiscal/Finance website (allowable costs, rebudgeting, expenditure)
- ☐ Internal checklists, step-by-step guides, or examples
- ☐ Reviewed UFIRST award file (approved budget, terms & conditions, allowable costs)

Notes / Links / Key Findings:

Step 3: Look at Past Examples

- ☐ Reviewed similar past proposals or awards
- ☐ Checked prior award terms or modifications
- ☐ Consulted shared drives or team knowledge

Example(s) / Summary:

Step 4: Check Rules & Policies

- What policy or rule applies?

- Are there conflicts between sponsor and institutional guidance?
 - ☐ No
 - ☐ Yes → Explain:

Important: If there is a conflict between sponsor and institutional rules, **always follow the stricter rules or policies.**

Step 5: Write Your Proposed Answer

- **Your recommended solution or action:**

- **Why you think this is the answer:**
(Include references to guidelines, policies, or examples)

- **Any assumptions you are making:**

Remember: it's okay if your answer is wrong! This step shows that you have done research and thought critically. College and Core offices will guide you if adjustments are needed.

Step 6: Prepare Your Question for Escalation

If you still need help:

- ☐ Clearly summarize the issue
- ☐ List the resources you already reviewed
- ☐ Include your proposed answer
- ☐ Ask a specific question ("What decision or clarification is needed?")

Who are you contacting?

- ☐ **Dean's Office** – Provide the completed checklist.
- ☐ **Core Office (HR / Fiscal / Research)** – Do **not** send the checklist. This is an internal tool.

Instead, provide:

- A summary of the resources you consulted
 - Your proposed solution
 - An explanation of how you arrived at it
- This helps the Core office respond quickly and accurately.

- ☐ **Sponsor (only if approved by Core office)** – Reference UF policies, sponsor guidelines, and/or approved terms & conditions. Communication with sponsors is typically managed by the Core offices.

Step 8: Sign-Off

- ☐ I confirm I have completed all steps and provided a proposed answer.

Name: _____

Date: _____