

Award Processing Form (APF)
Tuskegee University Office of Sponsored Programs
Carnegie Hall 4th Floor
(334) 727-8245 Office • (334) 724-4221 Fax

Date _____

Principal Investigator _____ Phone _____

Project Title _____

Funding Agency _____

The Office of Sponsored Programs has received an award notification/check on the above referenced project. Please forward the following items to this office so that we may process your award.

Step 1 Items necessary for processing:

- _____ Proposal Summary/Abstract
- _____ Internal Proposal Routing Form (IPRF)
- _____ Compliance Form, if applicable
- _____ Other _____

Step 2 Items necessary for budget review:

- _____ Budget
- _____ Budget Justification
- _____ OSP Indirect Cost Adjustment Form (ICAF), if applicable
- _____ Other correspondence _____

Justification: Please state why the necessary paperwork (IPRF, Proposal, etc) was not submitted to this office prior to submission to the agency.

PI _____ Dept. Head _____ Dean _____

OSP No. _____ OSP Grants Specialist _____