

**Award Processing Form (APF)**  
**Tuskegee University Office of Sponsored Programs**  
Carnegie Hall 4<sup>th</sup> Floor

(334) 727-

-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 \_\_\_\_\_