



**USAID**  
FROM THE AMERICAN PEOPLE

*Resources for Implementing Partners*



# Top 10 Takeaways

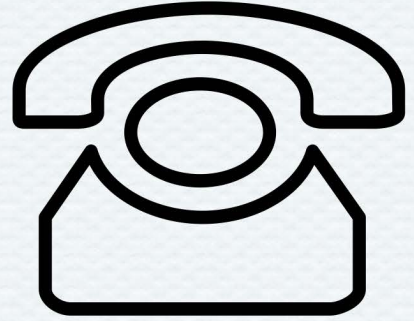
## From A Post-Award Kick-Off Meeting

1.



Read and understand the award, and again every year at workplan time.

2.



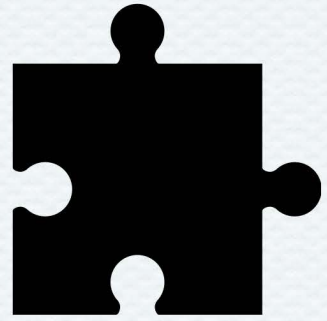
When in doubt, ASK!

3.



Submit clear requests to the AO/CO.

4.



Understand the responsibilities and limitations of the AOR/COR.

5.



Note USAID approval requirements: AO/CO and AOR/COR.

6.



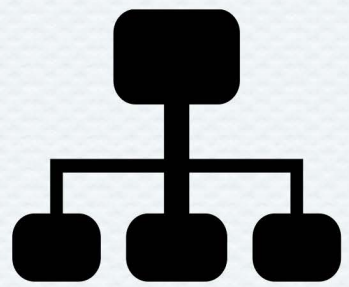
Identify submission requirements to USAID: what, when and to whom.

7.



While not always mandatory, USAID provided templates ensure that the right information is reported.

8.



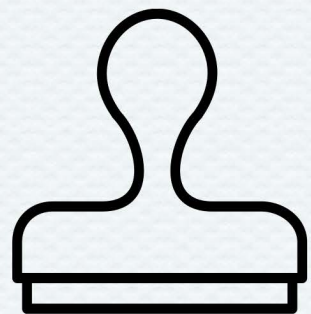
Understand your responsibilities and requirements to any sub-awardees and/or sub-contracts.

9.



Monitor funds regularly.

10.



Adhere to the branding and marking requirements.