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.
10. Adhere to the branding and marking requirements.

Developed by USAID/India's Regional Financial Management Office and Regional Office of Acquisition and Assistance and the Central and South Asia Acquisition and Assistance Innovation Lab in support of Local Capacity Building.