**Office of Grants – Kick Off Grant Summary**

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| **Congratulations on being awarded a:** | | | | |  | | | | |
| Title of Project: | Unlimited characters  Pull from award | | | | | | | | |
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| Company: | Sanford company list (want to make multiple) | | | | | | | | |
|  | | | | | | | | | |
| Project Director(s): | | Sanford Employee list (want to make multiple) | | | | | | | |
| Grant Post Award Administrator: | | List of GAs (make sure we can edit if changes) | | | | | | | |
| Grant Financial Administrator: | | List of FAs (make sure we can edit if changes) | | | | | | | |
|  | | | | | | | | | |
| Grantor Type: | | Federal, Federal Pass-through, Private, Industry/Commercial, Internal, State | | | | | | | |
| Type of Award: | | Contract, Cooperative agreement, Grant, Pilot Project, Replacement Project, Subaward, Subcontract Pull from award | | | | | | | |
| If Subawardees, Prime Details: | | | Pull from award | | | | | | |
| If Prime, Subawardee Details: | | | Pull from award | | | | | | |
| Project Description: | | | Pull from award | | | | | | |
|  | | | | | | | | | |
| Project Period: | | Pull from routing form or award (make sure we can edit) | | | | | | | |
| Amount of Award: | | GA to edit | | | | | | | |
|  | | | | | | | | | |
| Status of Agreement: | | Executed, In Development, Pending Signature, Out for Review, Waiting for someone else (external) (choose from list) | | | | | | | |
| Status of Subaward Agreement(s): | | Executed, In Development, Pending Signature, Out for Review, Waiting for someone else (external), Not Applicable (choose from list) | | | | | | | |
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| Type of Check-In Meetings: | | Email, Meeting, Not applicable, Skype (choose from list) | | | | | | | |
|  | | | | | | | | | |
| Compliance Requirements:  Add boxes for each | | Complete project as described in grant application | | | | | | | |
| Work with supply chain when purchasing equipment | | | | | | | |
| Follow standard protocol when purchasing general supplies | | | | | | | |
| Provide current IRB and/or IACUC approval letter(s) | | | | | | | |
| CITI Training certifications, if applicable | | | | | | | |
| Progress or milestone reporting as per award | | | | | | | |
| Other: add unlimited characters | | | | | | | |
|  | | | | | | | | | |
| Report Due Dates: | | Unlimited characters | | | | | | | |
|  | | | | | | | | | |
| Time and Effort Reporting Contact: | | Unlimited characters or Sanford employee list (make sure we can add multiple contacts) | | | | | | | |
|  | | | | | | | | | |
| Financial AU(s) or Crossover:  (allow for multiple) | | | | **AU** | | | | **Crossover** | |
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| Budget for Year: |  | | Directs: | | |  | | | |
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| Financial Categories: | | Salaries:  Physician Salary - 713100  Physical Salary Allocation-714320  Salary Allocation - 711320  Productive Salaries - 711110 | | | | | Benefits:  721, 722.723….  (look up for choices) | | Travel: 783300 |
| Subawards/Consortiums: 778030 | | | | | Capital Equipment: 781320 | | Supplies:  Laboratory - 746010  Medical - 741000, 744000,or 746000  Admin office - 752000 |
| Animals/Housing Costs: 777005 | | | | | Participant Support: (undergraduate, graduate, teacher stipends): 778000 | | Publication Costs: 787100 |
| Consultants:733000 | | | | |  | |  |
| Participant Incentives: 778025 | | | | | Purchase of services: 776000 | | Purchase Website fees: 776000 |
| Food for Participants/Focus Groups: 783500 | | | | | Core Service fees: 777000 | | Rental Space fee: 781200 |
| Symposium/Workshop: 787615 | | | | | Education & Training: 783100 | | Recruitment: 785000 |
| Marketing: 787600 | | | | | Internal Core service fees: 777000 | |  |