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

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| **Congratulations on being awarded a:** |  |
| Title of Project: | Unlimited charactersPull from award |
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| Company: | Sanford company list (want to make multiple) |
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| 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) |
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| 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 |
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| Report Due Dates: | Unlimited characters |
|  |
| Time and Effort Reporting Contact: | Unlimited characters or Sanford employee list (make sure we can add multiple contacts) |
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| Financial AU(s) or Crossover:(allow for multiple) | **AU** | **Crossover** |
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| Budget for Year:  |  | Directs: |  |
|  |
| Financial Categories: | Salaries:Physician Salary - 713100Physical Salary Allocation-714320Salary Allocation - 711320Productive Salaries - 711110 | Benefits: 721, 722.723…. (look up for choices) | Travel: 783300 |
| Subawards/Consortiums: 778030 | Capital Equipment: 781320 | Supplies:Laboratory - 746010Medical - 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 |  |