Project Director Contact Information:
Email: _____
Phone Number: _____
Department: _____

Grant / Contract Functions *(select only one:* Research

***Notification Type (select only one*:** No-Cost Extension Approval

Continuation Grant Award? If *yes*, please list ALL previous Jenzabar Numbers below *(last 4-digits only):*

_____

TOUGALOO COLLEGE – Grant Notification Form

PI/PROJECT DIRECTOR

PROJECT NAME *(Official name of grant)*

Abbreviated Name*(limit to FOUR words)*

PROJECT PERIOD

BUDGET PERIOD *(only 1 yr)*

FUNDING AGENCY

AWARD NUMBER

TOTAL AWARD AMOUNT

AMOUNT FOR THIS ACTION

INDIRECT COST
FACILITIES & ADMIN. RATE

AWARD DISBURSEMENT TYPE Advance

GRANT CFDA #

COMMENTS

Other Requirements for Account Setup: Authorization to Apply & Submit Form, All PAFs for Personnel, All Purchase Requisitions for Consultants & other expenditures, reporting deadlines. A zoom meeting to discuss the budget items and reimbursement process will be set up if needed.

_____ _____
PI/PROJECT DIRECTOR DATE

_____ _____
DEPT. CHAIR / DEAN / VICE PRESIDENT / PRESIDENT DATE

_____ _____
OFFICE OF SPONSORED PROGRAMS (OSPR) DATE

_____ _____
FINANCE & ADMINISTRATION DATE

STEP 1: COMPLETE THE FORM. *Before moving to Step #2, be sure the PI and the PI's supervisor signed the form.* **STEP 2: EMAIL THE FORM TO** ***ospr@Tougaloo.edu*** **STEP 3: OSPR MUST REVIEW/APPROVE. STEP 4:** ***Once approved by OSPR, Packet will be uploaded into DocuSign for Final Approval by Finance Office.***