



**Notes**

1. If the award is not funded, the RACE GA should notify ORA, the Department Chair and Senior Administrator.
2. Any changes (may include effort changes) must be documented and put in grant file. The RACE GA will determine whether or not the Sr. Administrator in the department should be involved. Some budget cuts may not require their involvement.
3. The Kickoff meeting between the RACE GA and the PI will review the terms, purchasing, confirm salary distributions and discuss any reoccurring charges that will be set up (e.g. animal per diems).