

Date: \_\_\_\_\_ OSP Nbr: \_\_\_\_\_  
Project Type: \_\_\_\_\_

Project Nbr: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Project Period: \_\_\_\_\_ to \_\_\_\_\_  
Funding Period: \_\_\_\_\_ to \_\_\_\_\_  
PI: \_\_\_\_\_  
Dept Addr: \_\_\_\_\_  
CO-PI: \_\_\_\_\_

Proj Amt(total/addl): \_\_\_\_\_  
Fund Amt(total/addl): \_\_\_\_\_  
Cost Sharing: \_\_\_\_\_  
Program Inc Expected: \_\_\_\_\_

Remarks  
\_\_\_\_\_

Title

New \_\_\_\_\_ Renew \_\_\_\_\_ Lease \_\_\_\_\_  
FDP \_\_\_\_\_ State \_\_\_\_\_ CFDA \_\_\_\_\_  
Fun Meth \_\_\_\_\_ NACUBO \_\_\_\_\_ Fed \_\_\_\_\_  
DET \_\_\_\_\_ FED/State \_\_\_\_\_  
Bill Addl \_\_\_\_\_  
Reports \_\_\_\_\_ Dates Due \_\_\_\_\_  
Tech \_\_\_\_\_  
Patents \_\_\_\_\_  
Fiscal \_\_\_\_\_  
Misc \_\_\_\_\_  
Inventory \_\_\_\_\_  
Budget Rules \_\_\_\_\_  
Travel Rules \_\_\_\_\_  
Equipment Rules \_\_\_\_\_  
SVC Date \_\_\_\_\_ Admin S/W \_\_\_\_\_ OE \_\_\_\_\_

OSP Info

\_\_\_\_\_

Total: \_\_\_\_\_

It is the responsibility of the Project Director to ensure that all expenditures are within limits of the approved budget and in compliance with the granting agency guidelines. For additional information or help with contract management, call your accountant, \_\_\_\_\_, contracts & Grants, MAI 316, K5305, 471-6231.

Distribution: \_\_\_\_\_ Public Affairs \_\_\_\_\_ BER \_\_\_\_\_ ARL/Director's Office \_\_\_\_\_ Development Office  
\_\_\_\_\_ ARC Chairman \_\_\_\_\_ BEG \_\_\_\_\_ Dean/Dir \_\_\_\_\_

Control No.

J.V. \_\_\_\_\_ j770254 \_\_\_\_\_ Date 3/19/08 \_\_\_\_\_ Entered By: acabb \_\_\_\_\_  
Updated By: \_\_\_\_\_

O.H. Rate  
O.H. Base