

LAWRENCE UNIVERSITY
Development Office
GRANT AWARD MEMO

To: Liz Miller (Finance), Dave Burrows (Provost)

Project Director or PI(s): Marty Finkler, Jane Parish Yang, Jason Brozek

All co-PIs or collaborators will get a copy

CC: Leslie Trudell, Payroll

From: Jenna Stone

Your building secretary and any other affected offices/individuals will also get a copy. Budgets are shared only on a need-to-know basis.

GENERAL GRANT INFO

Funder: Henry Luce Foundation

Project Title: Sustainable China

Award Amount: 400,000

Date of award letter: 11/19/2012

Grant period starts: 12/1/2012

Award/Grant #

Grant # assigned by the funder, if any

Ends: 11/30/2016

Grant start & end dates tell you when you can start spending money and when you must have the project completed.

FINANCE & PAYROLL

Government Private

Project Endowment

LU fund account to which you should charge all grant-funded expenses

Development designation: 987654

Finance fund account #: 123456

Award payment details: \$200,000 in December 2012; \$40,000 in Dec 2013; \$90,000 in Dec 2014; and \$70,000 in Dec 2015

Cost share? No Yes: Primarily in-kind (e.g. use of Bjorklund) and existing commitments (e.g. faculty conference attendance). \$4000 for student summer rsch Years 3 and 4. See grant budget for details.

Grant pays wages/stipend? No Yes: Custom salary/benefits, see attached budget

Indirect cost recovery? No Yes:

REPORTING Pay close attention to these details! You are responsible for reporting to the funder how their money was spent and what was accomplished.

Progress report(s) due: Financial and narrative progress reports are due November 15 of 2013, 2014, 2015, and 2016. See Luce reporting guidelines for the specific items to be addressed in each report.

Final report due: No-cost extension should be requested in October 2016, extending the grant through 6/30/17 or 9/30/17. Final report will be due at the end of the extension period.

Party responsible for reporting: Faculty project directors.

IT impact (if any):

PAYROLL -- for all faculty stipends paid from Luce Foundation funds, FICA should also be charged to the grant account, but NO institutional 403(b) contribution should be made.
Notes: Cost share commitments are detailed in budget and in Provost's letter.