# 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

### CC:
Leslie Trudell, Payroll

### From:
Jenna Stone

### GENERAL GRANT INFO

<table>
<thead>
<tr>
<th>Funder</th>
<th>Henry Luce Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Sustainable China</td>
</tr>
<tr>
<td>Award Amount</td>
<td>400,000</td>
</tr>
<tr>
<td>Date of award letter</td>
<td>11/19/2012</td>
</tr>
<tr>
<td>Grant period starts</td>
<td>12/1/2012</td>
</tr>
<tr>
<td>Grant period ends</td>
<td>11/30/2016</td>
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</tbody>
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### FINANCE & PAYROLL

- **Government** ☐
- **Private** ☑
- **Project** ☑
- **Endowment** ☐

**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 ☐

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

**Indirect cost recovery?** ☑ No ☐

### REPORTING

- **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.**

- **Progress report(s) due:**
- **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.

**Notes:**
- 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.
- Cost share commitments are detailed in budget and in Provost’s letter.