Congratulations on your achieving this new grant/contract/award for conducting research and/or training, and civic engagement. We are ready to assist you in getting started with your new project. The first step is to fill out this form in order to give us the information needed for us to assist you. Please submit to The Office of Sponsored Research (see contact information, below).

Part A Please Fill Out.

Project Title: ___________________________________________________________________________
Principal Investigator(s): __________________________________________________________________
Dept(s):___________________________  School/College: _____________________ Campus: _________
Dept(s):___________________________  School/College: _____________________ Campus: _________
Office Phone: ___________________ Cell Phone: _________________ E-mail: _______________________
Funder: _______________________________________________________________________________

Funder Contact:
Name ______________________________________________
Address ____________________________________________
Phone Number _______________________________________
Fax ___________________________________________

CFDA Number (Given in Award Letter): _______________________
Renewable (y/n)? _________ Renewal Date: ____/____/____
Project Dates: Start: ____________ End: _____________
PI Progress Report Due Date (s): _________ _________ _________ _________
Financial Report Due Date (s): _________ _________ _________ _________
Award Amount: $ ________________ Indirect Costs Awarded: $ ________________
Funding to Pace: $ ________________ Subcontracts: $ ________________
Matching: $ ___________ Source of Match (Pace Account No.): ______-_______-_______
Method and Frequency of Reimbursement of Project Expenses to Pace: ________________
Budget Restrictions: _____________________________________________________________
If this is a renewal, supplemental or additional funding, give existing Pace Account: ______-_______-_______
Part B  Please furnish a copy of the award document and approved budget.

Comments, including Special Conditions


Part C
Please list required time & effort information for each paid faculty and staff participant of the funded project, as agreed to by the funder:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Name of Faculty &amp; Staff</th>
<th>Fiscal Year % of time on Project</th>
<th>Fiscal Year % of time on Project</th>
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<tbody>
<tr>
<td>Summer Salary</td>
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<td>AY Release Time</td>
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<td>Match</td>
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</tbody>
</table>

Name of Student(s)

# Hrs # Hrs
# Hrs # Hrs
# Hrs # Hrs
# Hrs # Hrs

I understand that salaries and benefits in sponsored project budgets may be estimates or projections, and that actual salaries paid and benefits must conform to Pace personnel policy.

I understand that I will not be devoting more than 100% of my regular contractual time to the total of my teaching, sponsored research/training and administrative duties, except for special circumstances in which the donor agency allows, and University permission is obtained, for such an arrangement.

I understand that University sponsored research/training are subject to Pace's Intellectual Property/Copyright Policy (including royalty sharing).

Date: ____________  Signature of Principal Investigator (P.I.) / Project Director (P.D.)

E-mail to:
Dr. Victor Goldsmith, Associate Provost for Sponsored Research & Economic Development, vgoldsmith@pace.edu or
Mr. Edward Leight, Director for Sponsored Research Administration, eleight@pace.edu, 163 William Street, 3rd Floor.
Or, Fax to 212-346-1116.

Questions? Please contact us or Ms. Deannah Springer-Ishmael, Information and Administrative Associate, Office of Sponsored Research and Economic Development, dspringerishamel@pace.edu, 212-618-6960.

Last Updated 04/04/2005