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| Strategic Consultation Grant for Baltimore City |
| PROJECT NAME:  |
| BUDGET FOR INITIAL BUDGET PERIOD (DIRECT COSTS ONLY) | STARTING DATE | END DATE |
| PERSONNEL (Applicant organization only) | FTE/MonthsDevoted to Project | INST BASE SALARY | DOLLAR AMOUNT REQUESTED (OMIT CENTS) |
| NAME | ROLE ON PROJECT | SALARY REQUESTED | FRINGE BENEFITS | TOTAL |
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|  SUBTOTALS  |  |  |  |  |
| SUPPLIES (Itemize by category) |  |
| TRAVEL |  |
| OTHER EXPENSES (Itemize by category) INDIRECT COSTS ARE NOT PERMITTED |  |
| TOTAL DIRECT COSTS FOR BUDGET PERIOD | $ |

Financial Terms and Conditions

Please complete and have your departmental financial representative review, approve, and sign.

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Requested budget **$** . The proposed project is for **[#] months** continuous budget: **[Start Date] – [End Date]**.

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**General Terms and Conditions**

Johns Hopkins Faculty must be employed for the duration of the grant period and primarily located in Baltimore. New-hire faculty are not permitted on the UHI grant projects. Faculty funding is to be used as salary support, not supplemental payments.

The community partner must remain engaged for the duration of the project and must be involved in the preparation and submission of the interim and final reports.

If your project requires IRB approval, the request should be initiated within the first 30 days of the project period. Please note that funds will not be released until the UHI has received a copy of the required IRB approval.

**Financial Guidelines:**

The UHI will transfer **funds** for the project to the Johns Hopkins partner’s home department for administration and oversight. Any unused funds must be returned to the UHI.

* Funds will be transferred in two installments.
	+ The first installment of 50% will be submitted when the signed grants’ terms and conditions are returned to the UHI and IRB approval obtained if required.
	+ The second installment will be transferred upon review of the interim report and if satisfactory progress is being made. If the project is behind schedule, the second installment may be delayed.
	+ Please note: facilities and administrative fees are not allowable.
	+ Project partners will notify the UHI of any supplemental funding or new grants that are supporting this project.
* Funds administration and oversight by the Johns Hopkins partner’s home department includes but is not limited to further disbursement of the funds to Johns Hopkins faculty/student and the Community partner: processing payroll, assisting Community partner with being set up as a vendor, invoice payments, reimbursements, ordering and tracking incentives for the study participants, etc.
* Requests for a one-time **no-cost extension** will be considered on a case-by-case basis. A no-cost extension (NCE) may be requested one time for a maximum of 6 (six) months. Please use the provided template and send the request to **UHIgrants@jhu.edu**. To obtain an NCE, you must be making satisfactory progress on the project and submit a detailed explanation of the rationale for the extension and any budgetary implications.
* **Re-budgeting** requests must be made in writing to **UHIgrants@jhu.edu**. Please explain the rationale and send a revised budget identifying the re-budgeted line items.

Department Financial Representative Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Financial Representative Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_