Grant Budget Start-Up Check List

CITY COLLEGES®
OF CHICAGO

To help you load your awarded budget please make sure you complete the follow ing information and attach it to your Budget Load Submission. All documents are required to submit your grant award for review, approval and activation in PeopleSoft Financials.

Required documents to load grant budget:	☐ Cover Sheet (generated by PeopleSoft) ☐ Signed Contract ☐ Award Letter *(if received)* ☐ Board Report ☐ Budget Load Worksheet ☐ Fringe Amt ☐ Indirect Cost Rate *(Must include Account Codes, Program Codes, and Class Codes)* ☐ Approved Budget from Grantor

Principal Investigator: (PI)

Co PI:

Grant/Program Title:

Grantor/Sponsor/Award Institution:

Intent to Submit #: (ITS)	Board Report Submission #: (BRS)	PD #: *(Required, found on Resource Development Report)*

Budget Amount*:

Grant Type: *(select one)*   ☐ New ☐ Renewal ☐ Continuation ☐ Sub-Award

Grantors Contract Number*:

CFDA Number*: *All Federal Awards required.*	CSFA Number*: *All State Awards required.*

Grant Purpose: *(Select One)*	☐ Institutional Support ☐ Operation & Maintenance	☐ Non-Instructional ☐ Public Service	☐ Instructional ☐ Research

Funder Type: *(select one)*   ☐ CCC Foundation ☐ City ☐ Federal ☐ Private ☐ State

Grant Start Date*:	Grant End Date*:

Liquidation Date*:

College*: *(select one)*	DO: District Office DA: Richard J. Daley College OH: Olive-Harvey College HW:Harold Washington College KK: Kennedy-King College MX: Malcom X college TR: Harry S Truman College WR: Wilbur Wright College CCC Foundation

Departments/Subdivision*:
 ex: 0 District Offices

Reporting*: *(select one)*   ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Special Conditions/Audit ☐ Narrative

Comments/Notes: *(Additional grant information pertaining to the budget)*

PI Signature:
(No wet signature required)

Alternative Point of Contact:
(Name & Email)

For any questions or concerns please email us at grant-management@ccc.edu.

*The information entered must match the contract.