

Grant Budget Start-Up Check List

To help you load your grants budget please make sure you complete the following information and attach it to your Budget Loads Submission. All documents are required to submit your grant through the Budget Load.

- Required documents to load your 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:

- New Renewal Continuation Sub-Award

Grantors Contract Number*:

CFDA Number*:

All Federal Awards required.

CSFA Number*:

All State Awards required.

Grant Purpose: Institutional Support Non-Instructional Instructional Operation & Maintenance Public Service Research

Funder Type: 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
 HWC: Harold Washington College KK: Kennedy-King College
 MXC: Malcom X college TR: Harry S Truman College WR: Wilbur Wright College
 CCC Foundation

Departments/Subdivision:

Reporting*:

- 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)

*The information entered must match the contract.