

Project Directors Guide

When to Contact the Grants Team:	
Prior to submission of fiscal or program reports	Need signatures on contracts and agreements
Need to establish subcontracts	Are unable to meet project objectives
Need to change the scope of your project	Need to make budget changes requiring authorization or have questions about expenditure allowability
Personnel (PAR) form changes or changes to approval ques	Notification of Agency Audits
Want help communicating with a federal or state agency	Need to request a no-cost extension of your project

Contact List	
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