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| **ACTIVITY REVIEW FOR SUBGRANT AGREEMENTS – OUTGOING FUNDS** |
| Date DTS submitted to Contracts Dept.:       | RCO initials: FF [ ]  SB [ ]  MR [ ]  CL [ ]  AB [ ]  ZH [ ]  SF [ ]  CH [ ]   |
| Contract No:       | Is this an amendment? Yes [ ]  No [ ] Number:      Original Contract #:      Amendments #s:       |
| PI Name:       |
| Contact:       | Phone:       |
| External Party Name:       |
| Study Funder Name and Award No: |
| Start Date:      | End Date:      | Estimated Total Amount of Funds:       |
| Study Title:  |
| Company:       Accounting Unit       Activity      -      Percentage %:       |
| Company:       Accounting Unit       Activity      -      Percentage %:       |
| **Details for How Funds are to be Paid and Reporting Requirements** (*i.e. invoices vs. installments, reporting requirements, budgeting, etc.*) (please see attached examples):*[Please discuss with your RFA on how funds should be distributed according to the budget and in order to ensure that monies are available from the Funder and reporting timelines are correctly set out.*] |
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| ***Approvals*** |
| **Research Financial Analysts** Gladys Torres Yes □ No □ Initials \_\_\_\_\_\_\_\_\_Aisha Salimi Yes □ No □ Initials \_\_\_\_\_\_\_\_\_Rekha Mistry Yes □ No □ Initials \_\_\_\_\_\_\_\_\_Vahan Martirosyan Yes □ No □ Initials \_\_\_\_\_\_\_\_\_Romer Fontanilla Yes □ No □ Initials \_\_\_\_\_\_\_\_\_  |
| **Reason why** engagement was NOT APPROVED *(to be completed by Research Financial Analysts)* |
| PI informed that Accounting & Activity has not been approved for this hire/engagement Yes □ No □ |

*Revised: March 24, 2023 DB*