

**Excerpt - G&C Policy 3.8 "Project Set Up in Grants Management System"  
Revised November 2006**

A separate process/procedure has been developed to account for minor Gifts and Grants (amounts usually between \$1,000 and \$15,000) received by Georgia Institute of Technology that contain restrictions as to the use of the funds, but have no requirements for project deliverables or intellectual property rights. These Gifts and Grants are identified as GIT Miscellaneous Awards in the accounting records of the Institute. If the award meets these requirements, the Director of Grants and Contracts Accounting is authorized to establish a restricted fund to manage the award upon receipt of a "New Project Request Form" from a Unit Financial Manager along with the funds. If the award has deliverable requirements, has any stipulations related to intellectual property, represents an award from a federal sponsor, or exceeds the limit of funding referenced above, the award documentation will be forwarded to the Office of Sponsored Programs for processing or other action according to existing procedures.

See "New Project Request" Form - Page 2

**New Project Request - Grants & Contracts Accounting**

Date: \_\_\_\_\_

Numbers Assigned Fund: \_\_\_\_\_ Project: \_\_\_\_\_

Information required to assign a new project number for a sponsored project not processed by GTF or OSP when payment is received in advance.

Name of Project: \_\_\_\_\_

1) Requesting Person/Office? \_\_\_\_\_

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Mail Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_

2) Project Director: \_\_\_\_\_

Home Dept: \_\_\_\_\_

3) Dept. Sub? \_\_\_\_\_

4). Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Billing Instructions: \_\_\_\_\_

5). Government Prime contractor (Including Federal CFDA # if appropriate)? \_\_\_\_\_

# \_\_\_\_\_

6). Functional (Program) activity (Research, Instruction, Academic Support)? \_\_\_\_\_

Function: \_\_\_\_\_

F&A Rate: \_\_\_\_\_

7). Award Type - Contract, Grant, Cooperative Agreement? \_\_\_\_\_

Type: \_\_\_\_\_

8). Cost Share requirement? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes-Amount: \_\_\_\_\_

9). Amount: \_\_\_\_\_

10). Dates: From: \_\_\_\_\_

To: \_\_\_\_\_

11. GIT Account? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_