**IIE GRANT REVIEW FORM & CHECKLIST**

**Please include this form with your grant application documents for review.**

**Send form & materials to** [**IIEGrants@URMC.rochester.edu**](mailto:IIEGrants@URMC.rochester.edu)**.**

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| --- |
| Activity Title: Department:    Activity Date: Contact Name:  Contact Information (Phone & Email): |
| Commercial Interest(s):  Due Date(s):  Hyperlink(s) for additional Information:  (Attachments may be included) |

| DOCUMENTATION TASK | ITEMS INCLUDED IN Task | SUBMITTED / included | approved Date  (IIE OFFICE) |
| --- | --- | --- | --- |
| **PRE-ACTIVITY** | | | |
| **Grant Application Materials** | ***May include:*** Draft Grant Application, Proposal, Agenda, Letter of Request, Other supporting documents, Budget, etc. | 🞎 |  |
| **Grant Award Notice** | Award/Approval notices from companies as soon as they are received. | 🞎 |  |
| **Fully Executed**  **Letter of Agreement** | *Signed from every supporting company*  A letter of agreement, signed and dated by each party to the agreement (includes commercial interest, accredited provider, and/or educational partners) **PRIOR** to the activity start date. | 🞎 |  |
| **Planned Methods of Disclosure** | Brief Description (1-2 sentences) of how commercial support will be disclosed. Attachments of slides, documents, etc. to be included. | 🞎 |  |
| **POST-ACTIVITY** | | | |
| **Post-activity Reports (if required)** | Report Due Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |  |