

**Attachment B: EWU Board of Trustees' Diversity Initiative
Checklist/Orientation**

Title of Proposal: _____

Date: _____

Grantee: _____

Amount: _____

Purpose: The purpose of this checklist is to ensure that the grantee of the award understands the responsibility associated with accepting this award. This checklist completion is required prior to funds being dispersed for the project.

Initial/Date:

_____ I understand that the orientation/mandatory training conducted by the Grant Office is a mandatory training.

_____ I understand the "No extensions/deadline rules."

_____ I understand budget considerations/use of funds.

_____ I understand the requirement to submit a final report within 30 days of the grant project. (No later than, June 15) *If final reporting date falls on a weekend report must be submitted the workday before.*

_____ I understand that no consideration for another award if final report is not submitted.

_____ I understand that diversity initiative funds are state funds and must be expensed according to University and State policies.

I acknowledge all of the above.

Print Name (Grantee/s)

Print Name (Grants Office Staff)

Signature

Signature

Signature