

AHW Research and Education Program Award Letter Sample Language (Seed/Pilot Sub-Awards)

Congratulations! This letter is to inform you that your pilot/seed award proposal submitted to the Medical College of <i.e. Cancer Center Molecular Carcinogenesis and Chemoprevention Program> entitled, “XXXXXXX,” was reviewed and identified as one with potential to advance the vision of the <Cancer Center> and improve the health of Wisconsin residents. I am pleased to inform you that your proposal has been approved for funding in the amount of \$XXX for the period of XX/XX/20XX through XX/XX/20XX. Actual funding will be contingent upon institutional approvals for the use of human subjects or laboratory animals and verification of non-supplanting. It is our expectation that this pilot/seed-award will form the basis for external funding.

As the recipient of this award, you are required to comply with the following:

- XXXX
- XXXX

The funds for this program are part of the <Cancer Center’s> AHW Research and Education Program award, entitled, “<XXXX>”.

As the Principal Investigator, you are responsible for ensuring that you comply with AHW Research and Education Program (AHW REP) funding guidelines and restrictions as outlined in the AHW REP Award Administration Manual. This manual can be found on the AHW website, <https://ahwendowment.org/AHW/Funding-Center/Partner-Portal.htm>.

Please also be advised that a final comprehensive final report will be due 60 days after the completion of your award.

AHW REP funded awards/projects not expecting to complete activities prior to the approved end-date may apply for a 12-month no-cost extension and use of unexpended funds. No-cost extension requests may be submitted to the AHW REP office up to and including the last day of the approved award/project end-date. Sub-award no-cost extension requests require prior approval by the parent award PI. Extension requests submitted after the award/project end-date will not be considered. For more information on the revised NCE extension policy, please visit the AHW REP site mentioned above.

As the principal investigator for your proposal, we ask that you share this information with all appropriate faculty and staff. Please acknowledge this award in official publications as ***a project funded by the <Cancer Center> through the Research and Education Program Fund, a component of the Advancing a Healthier Wisconsin endowment at the Medical College of Wisconsin.***

The Cancer Center Administrator, XXX, is assigned the business management responsibilities of your project. The Project Officer, XXX, is responsible for the programmatic monitoring of your project. If you have any questions, please do not hesitate to contact me, or the Project Officer (email, phone).

Congratulations and thank you again for your participation.

Best Regards,

PI of parent AHW Research and Education Program Award

Please Note:

This award is funded by the Advancing a Healthier Wisconsin Research and Education Program; all AHW funds are restricted pursuant to terms of a grant agreement between the Wisconsin United for Health Foundation, Inc. (WUHF) and the Medical College of Wisconsin. The AHW endowment, and the awards funded through this mechanism, are highly scrutinized and are subject to public accountability standards; including an audit by the Wisconsin Legislative Audit Bureau evaluating the College's compliance with the endowment's guiding policies and agreements.