**SAMPLE AWARD LETTER**

 [Date]

[PI Name]

[PI Address]

Dear Dr. [PI Name]:

 We are pleased to inform you that the Thrasher Research Fund has approved your application for an Early Career Award Program grant. The Grant is to be made upon the following terms and conditions:

 1. The Principal Investigator is [PI Name]. The project name is “[Title].” The total project grant award for the period of [Start Date] to [End Date] is $[Amount]. The Supervising Institution is [Name]. The Mentor is [Name]. The financial contact is [Name].

2. This Grant is awarded on the condition that proof of registration as a clinical trial at <https://register.clinicaltrials.gov> is provided, proof of IRB approval is received, proof of IND approval is received and the enclosed budget supersedes any previous grant request. These requirements must be met and the project must begin on or before [Date]. *(Six Months After the award Notification Date)*

 3. This Grant shall be paid to the Supervising Institution, under whose supervision, and with the guidance of the Mentor, the Principal Investigator shall be responsible for the research or other activities that are required to complete this project.

 4. Upon receipt of a fully signed copy of this Award Letter, and proof of fulfillment of any conditions specified in section 2 above, the first disbursement will be sent to [Name].

 5. Semiannual project progress reports are due two months after the close of each six-month project period. The final progress report also includes a lay summary of the project and its accomplishments. A financial report is due two months after the end of each year of the project. If the entire project period is more than one year but less than two, financial reports are due two months after the end of the first year, and two months after the end date of the project. Ten percent of the total award is retained until all reports have been received and accepted by the Thrasher Research Fund.

 We wish you success in your research.

Sincerely,

 **THRASHER RESEARCH FUND**

 By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Thrasher Research Fund President

PRINCIPAL INVESTIGATOR

**[PI Name]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012

MENTOR

**[Mentor Name]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012

SUPERVISING INSTITUTION

**[Supervising Institution Name]**

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012

**Conditions of Grant – Early Career Award Program** PLEASE RETAIN CONDITIONS OF GRANT FOR FUTURE REFERENCE

**Administration**

Grant monies awarded by the Thrasher Research Fund (the Fund) are to be used only for the purposes described in the Grant application. The study must begin within six months of the Award Notification date or the award may be withdrawn.

Though the Principal Investigator is responsible for the conduct of the approved research protocol and the completion of all required reports, the Mentor has responsibility for guiding the work of the Principal Investigator and ensuring that reports are submitted. The Mentor’s role includes direct supervision of all project activities and approval of minor changes in emphasis or direction of the work as necessary. Contemplated changes in research site or key personnel, or major changes in Grant focus or direction must have prior written approval from the Fund.

**Budget**

Written approval by the Fund is required prior to any changes to the Grant budget. Failure to obtain prior authorization may result in suspension of the Grant.

The Fund will participate in the payment of indirect costs up to an amount of seven percent of the Grant budget. When collaborating institutions receive a portion of the Grant, indirect cost payments will be shared proportionately, based on the division of the award amount.

**Use of Grant Funds**

Grant monies are to be used only during the period indicated in the Award Letter. Any deviation from this schedule must have prior approval from the Fund. A request for extension may be considered but will require prior approval by the Fund before the scheduled end date. All unexpended monies must be returned to the Fund within 90 days following conclusion of the Grant.

**Disbursements**

Payment of Grant monies is made at the beginning of the Grant. Use of Grant monies is subject to compliance with these Conditions of Grant and satisfactory project performance. The Fund reserves the right to terminate any project that, in the Fund's sole discretion, is not satisfactorily pursuing and fulfilling stated project goals and objectives. The Fund shall reimburse for uncancellable obligations properly incurred prior to termination notice.

The Fund will retain ten percent of the total Grant amount until the Final Project and Financial Reports are received and accepted.

**Reports**

An electronic Progress Report form will be sent to the Principal Investigator semiannually. An electronic Financial Report form will be sent to the financial contact annually. These must be completed and returned to the Fund within 60 days after the end of a designated period. Failure to provide Progress and Financial Reports will give the Fund the right, but not the obligation, to suspend the Grant upon the issuance of written notice from the Fund to the Principal Investigator or the Supervising Institution, in which case no further spending will be allowed unless the Grant is reinstated by the written authorization of the Fund. The Final Progress and Financial Reports must be completed and returned within 90 days following conclusion of the project.

**Human Subjects**

Projects involving human subjects must obtain informed consent of the subject or legal guardian(s) and provide information about potential risks and they must provide for the safeguard of human rights, and welfare at a standard equivalent to that prescribed by the U.S. Department of Health and Human Services. Satisfactory evidence indicating approval of the protocols and procedures by appropriate ethical review boards must be submitted within six months of the award notification date and before any monies will be disbursed.

**Publications**

Publication of project results in peer-reviewed scientific or professional journals is encouraged. Any publications or other dissemination arising from research supported by the Fund should acknowledge assistance received from the Fund and copies or notification should be submitted to the Fund. The correct name for acknowledgment is Thrasher Research Fund.

Principal Investigator Initial \_\_\_\_\_

Mentor Initial \_\_\_\_\_

Supervising Institution Initial \_\_\_\_\_

Revised August, 2012