

Hektoen Institute of Medicine Grant Document Checklist

Date Approved: 5/15/2007

I. Purpose.

The purpose of this policy is to ensure that all documents related to a grant have been provided to Hektoen Institute and are on file for support of the grant's purpose.

II. Grant Document Checklist Procedure

1. Grant Management is responsible to gather all applicable grant documents on file in order to be in compliance with the required funders of the grant. (see schedule A)

III. Questions.

Questions regarding this policy should be directed to dennis.ronowski@hektoen.org