

# Project Grant

[TITLE]

This document confirms my understanding of and willingness to adhere to the following requirements:

## Initial Tasks

1. Review the project with the team researcher to determine if any permissions or approvals are required to initiate the project. The team researcher will also assist in obtaining identified permissions.
2. Complete the Project Work Plan and Burn Chart using the templates provided and submit them to the program coordinator.

## Monthly Tasks

1. Meet with the research partner at least 1x per month to discuss the project progress.
2. Review your Project Work Plan, Reconciliation Report and Burn Chart to track your progress and spending.

## Quarterly Tasks

1. Submit a 1-page progress summary and your updated Project Work Plan and Burn Chart to the program coordinator.

## Final Deliverables

1. Complete the Final Deliverable Summary form by project end date. Final Deliverables include:
  - a. Written summary of project results and findings
  - b. Presentation (internal/external)
  - c. Device or product information

## Other Requirements

1. Notify the program coordinator and Dr. Lieber or Dr. Sliwa should any significant change occur to the original proposal. This includes any personnel changes.
2. Submit a written request to the program coordinator at least one month prior to project end date if an extension is needed. If an extension has not been requested, the account will be closed at the end of the project period.
3. Attribute or acknowledge your award in any presentation, publication or abstract by stating: "This work was funded by the Catalyst Grant Program from Shirley Ryan AbilityLab."

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

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Grant Awardee Signature, Date

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Scientist Signature, Date

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R.L. Lieber, PhD or J.A. Sliwa, D.O., Date

# Quality Grant

## [TITLE]

This document confirms my understanding of and willingness to adhere to the following requirements:

### Initial Tasks

1. Review the project with the team researcher to determine if any permissions or approvals are required to initiate the project. The team researcher will also assist in obtaining identified permissions.
2. Complete the Project Work Plan and Burn Chart using the templates provided and submit them to the program coordinator.

### Monthly Tasks

1. Meet with the research partner at least 1x per month to discuss the project progress.
2. Review your Project Work Plan, Reconciliation Report and Burn Chart to track your progress and spending.

### Quarterly Tasks

1. Submit a 1-page progress summary and your updated Project Work Plan and Burn Chart to the program coordinator.

### Final Deliverables

1. Complete the Final Deliverable Summary form by project end date. Final Deliverables include:
  - a. Written summary of project results and findings
  - b. Presentation (internal/external)

### Other Requirements

1. Notify the program coordinator and Dr. Lieber or Dr. Sliwa should any significant change occur to the original proposal. This includes any personnel changes.
2. Submit a written request to the program coordinator at least one month prior to project end date if an extension is needed. If an extension has not been requested, the account will be closed at the end of the project period.
3. Attribute or acknowledge your award in any presentation, publication or abstract by stating: "This work was funded by the Catalyst Grant Program from Shirley Ryan AbilityLab."

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

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Grant Awardee Signature, Date

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Scientist Signature, Date

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R.L. Lieber, PhD or J.A. Sliwa, D.O., Date

# Mentorship Grant

[TITLE]

This document confirms my willingness to serve as a mentor to \_\_\_\_\_ for the 2021-2022 year. I, \_\_\_\_\_, agree to the following:

## Initial Tasks

1. Help create a research plan consisting of a hypothesis, specific experiments and timeline. Assist in obtaining permissions and approvals as needed (IRB).
2. Assist the mentee in completing the Project Work Plan and Burn Chart using the templates provided and submit them to the program coordinator.

## Monthly Tasks

1. Meet 1-4 times per month with the mentee during the course of the project to assess progress and potential obstacles to success.
2. Review your Project Work Plan, Reconciliation Report and Burn Chart to track your progress and spending.

## Quarterly Tasks

1. Submit a 1-page progress summary and your updated Project Work Plan and Burn Chart to the program coordinator.

## Final Deliverables

1. Direct the mentee's efforts to complete the Final Deliverable Summary by project end date. Final Deliverables include:
  - a. Written summary of project results and findings
  - b. External Presentation (oral or poster)
  - c. Publication (abstract or manuscript)
  - d. Plan for mentee's future research involvement

## Other Requirements

1. Notify the program coordinator and Dr. Lieber or Dr. Sliwa should any significant change occur to the original proposal. This includes any personnel changes or changes in supervision for the mentee.
2. Submit a written request to the program coordinator at least one month prior to project end date if an extension is needed. If an extension has not been requested, the account will be closed at the end of the project period.
3. Attribute or acknowledge your award in any presentation, publication or abstract by stating: "This work was funded by the Catalyst Grant Program from Shirley Ryan AbilityLab."

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

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Mentee Signature, Date

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Mentor Signature, Date

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R.L. Lieber, PhD or J.A. Sliwa, D.O., Date

# Foundational Grant

[TITLE]

This document confirms my understanding of and willingness to adhere to the following requirements:

## Initial Tasks

1. Obtain the appropriate permissions and approvals needed to complete the research proposal.
2. Complete the Project Work Plan and Burn Chart using the templates provided and submit them to the program coordinator.

## Monthly Tasks

1. Review your Project Work Plan, Reconciliation Report and Burn Chart to track your progress and spending.

## Quarterly Tasks

1. Submit a 1-page progress summary and your updated Project Work Plan and Burn Chart to the program coordinator.

## Final Deliverables

1. Complete the Final Deliverable Summary form by project end date. Final Deliverables include:
  - a. Written summary of project results and findings
  - b. External Presentation (oral or poster)
  - c. Publication (abstract or manuscript)
  - d. Federal grant applications

## Other Requirements

1. Notify the program coordinator and Dr. Lieber or Dr. Sliwa should any significant change occur to the original proposal. This includes any personnel changes or changes in supervision for the mentee.
2. Submit a written request to the program coordinator at least one month prior to project end date if an extension is needed. If an extension has not been requested, the account will be closed at the end of the project period.
3. Attribute or acknowledge your award in any presentation, publication or abstract by stating: "This work was funded by the Catalyst Grant Program from Shirley Ryan AbilityLab."

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

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Grant Awardee Signature, Date

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Scientist Signature, Date

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R.L. Lieber, PhD or J.A. Sliwa, D.O., Date