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#### Orientation for RIFP Grant Management

Upon receipt of your RIFP award letter, arrange an orientation meeting with the Fiscal Specialist in the Office for Nursing Research.

In this meeting you will discuss:

list of 8 items

- your budget number and account number
- your spending expectations
- personnel/payroll procedures
- purchasing procedures
- subject payment procedures
- accounting reports
- extension procedures
- final report requirements

list end

Your RIFP funds will be available for release once you have completed your orientation and met any other requirements that may have been specified in your award letter.