

Orientation for RIFP Grant Management

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

In this meeting you will discuss:

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

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.