**Name of Awardee:**

**Institution:**

**Title of Project:**

**Award Period:**  **NEA Grant #:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure Category** | **Amount in Approved Budget** | **Amount Received** | **Actual Expenditures**  | **Remaining Balance** |
| A. Salaries & Fringe Benefits |       |       |       |       |
| B. Consultant Costs |       |       |       |       |
| C. Equipment |       |       |       |       |
| D. Supplies  |       |       |       |       |
| E. Travel  |       |       |       |       |
| F. Patient-Associated Costs  |       |       |       |       |
| G. Other Expenses  |       |       |       |       |
| H. Indirect Costs (Facilities and Administration)  |       |       |       |       |
| **I. TOTAL COSTS** |       |       |       |       |
| *We certify that all expenditures reported are for appropriate purposes and in accordance with the agreements set forth in the award.* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Financial Officer** |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Principal Investigator** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Printed/Typed Name & Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Printed/Typed Name & Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** |  |

*NOTE: Any missing checks should be reported immediately. They cannot be reissued after 6 months past the end of the award period.*

*Report is due within 60 days after sponsoring institution receipt of the final grant payment installment from NEA. Unexpended funds remaining at the end of the grant must be returned to NEA. NEA is not responsible for over-expenditures of grants.*

**Return to:** Wendy Smith Begolka, MBS

SVP, Scientific and Clinical Affairs

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