

UNIVERSITY OF TORONTO

SAMPLE Non-Research Grant/Contract - Administrative Digest

Name of Fund:	Operation Science Pipeline
Funds Purpose:	To develop and deliver a program to promote science awareness amongst high school teachers which will enable them to better encourage their students to pursue careers in science.
Source of Funds:	Ministry of Energy, Science and Technology ("MEST")
Fund Coding:	USE: Misc Fund Number: 409xxx CFC Number: 100xxx, CC Number: 10xxx
Award Period:	April 1, 2005 to March 31, 2006
Budget:	Full budget to be set up at the beginning of the award period: Expense-s: \$80,000
Method of funding:	Full funding will be paid by "MEST" within 30 days of the approval of the funding agreement.
Terms and Conditions:	Funds should be used only for the purposes of this project as outlined in the award application. Any subcontracting in excess of \$25,000 requires three tendered estimates, or prior written approval from MEST. Records of accounting shall be properly kept and available for audit during the term of this agreement and for a period of two years thereafter.
Unused Funds:	Unused funds must be returned to MEST.
Interest Eligibility:	Not eligible
Signing Authority:	Prof. R. J. H., Department A
Reporting requirements: Financial Services	A final financial report is required within 60 days of the completion of the project, containing a summary of the accounting of revenues received and all expenditures paid for the project. This report should be forwarded to Dept A, who will then forward the report together with their summary of activities and final results to the Ministry.
Reporting requirements: Department	A final narrative report is required within 60 days of the completion of the project, containing a narrative summary of the activities and results of the project. It will be sent to the Ministry together with the financial report prepared by Financial Services.
Departmental contact:	Name of departmental business officer, phone and fax number
Financial Services contact:	Name of trust accountant, phone and fax number
Fund established date:	April 15, 2005