

# Grant Maintenance

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See more grant guidance videos at [aappf.org/grants/guidance](https://aappf.org/grants/guidance)

# Disclosures

- Dr. Ott does not have financial or other relationships to disclose in relation to this presentation
- This presentation will not include discussion of off-label, experimental, and /or investigational use of drugs or devices

# Learning Objectives

1. Define the importance of grant maintenance
2. Identify what an amendment is
3. Develop a plan for ongoing and open communication with the grant office

# You Are Awarded The Grant!!!!

- When you submit the grant, the time frame for application evaluation and awarding of grants will be provided on the website
- You will receive an email about your grant application after the evaluation period, if awarded, this email will provide information about grant requirements, deadlines, and contact information for the grant office
- Respond to this email as soon as possible to establish communication
- Work with the grant office about procedures for dispersal of funds and timing
- \*\*\*\*If you are doing a prospective study and providing participants with gift cards, the IRB will require that you keep a log of who each gift card went to; keep this list completely separate from the de-identified data collection forms as it will contain identifiable participant information\*\*\*\*

# Grant Amendments

- The grant office will provide you with contact information for the person responsible for administering your grant
- An amendment document should be provided to the responsible person for ANY changes in the study design or budget
- A separate amendment document should be developed for each specific amendment
  - Examples: change in gift card amount, change in statistical methods, deviation from expected participant numbers, difficulty recruiting patients, delay in obtaining retrospective data
- Expect that the grant office will take some time to approve your amendment and may have additional questions – respond to these requests in a timely manner
- Please access <https://aappf.org/grants/policies> for updated information about changes in budget and scope of the study that will need amendments.

# Open Communication

- It is important to provide the grant office with any needed updates to your study, including amendments, in a timely manner
- You will be receiving continuing communication about your responsibilities to the grant office throughout the life of the grant
- The grant office would rather have too much communication with you than not enough
- Keep your project preceptor/mentor updated with any communications with the grant office and copy that person on any emails

Questions? Please contact Dr. Ott at:  
[caott@iu.edu](mailto:caott@iu.edu)

Thank you for attending!