

**AMERICAN ACADEMY OF PEDIATRICS**  
**2009 CATCH \_\_\_\_\_ FUNDS**  
**GRANT AWARD AGREEMENT**  
**CONDITIONS OF THE GRANT**

1. **USE OF GRANT FUNDS:** The grant funds shall be used solely for the purposes outlined in your grant application "Budget detail and justification of line items." No changes may be made to the budget without prior written approval from the CATCH Program. Any portion of the award not expended at the completion of the project, or the end of the grant period, shall be refunded to the American Academy of Pediatrics.
2. **BUDGET:** If applicable, a revised budget must be submitted prior to the release of the first installment. Please incorporate the reviewers' stipulations when modifying your budget.
3. **RELEASE OF FUNDS:** Funding will be released in two installments.
  - The first installment will be released upon receipt of the revised budget, if applicable, and return of the Award Agreement and Tax Implications form.
  - Please request that the tax-exempt organization that acts as your fiscal agent provide us with a letter (on the organization's letterhead) stating that they will manage your funds, with the understanding that grant funds may not be used for physicians' salaries or fees, administrative overhead, fiscal agent fees, indirect costs, or fringe benefits. The letter also should include all pertinent contact information, and a copy of the organization's Federal Tax Exempt Status letter should be enclosed. In the event you must change fiscal agents, please submit written notification to the CATCH Program.
  - The second installment will be released after the submission of a summary of expenses and receipts documenting at least 80% of the first installment expenditures. Follow the format of your original or approved revised budget. Itemized expenses should correspond to each line item in the budget. Fully describe the activity that generated the expense.
4. **FINANCIAL RECORDS:** Financial records, supporting documents, and other records pertinent to this agreement shall be retained by the Grantee or fiscal agent for a period of three (3) years from the date of submission of the final expenditure report, except that records pertaining to audit, appeals, litigation, or settlement of claims arising out of performance of this subcontract shall be retained until such audits, appeals, litigation, or claims have been disposed of. The Academy or any of their duly authorized representatives shall have access at any reasonable time after prior written notification to pertinent books, documents, papers, and records of the Grantee to make audits, examinations, excerpts, and transcripts. In the event that any payment made to the Grantee is determined on the basis of such audit to be unallowable, the Grantee shall promptly refund the unallowable amount to the Academy upon demand.
5. **GRANT PERIOD AND EXTENSIONS:** Your CATCH grant project is to be completed within 6 months. The 6-month period begins upon receipt of your first installment. If it is a hardship for you to complete the project within the grant period, you may submit a written request for extension. Please include the reason for the request for extension, accompanied by a brief summary of progress. Up to two 6-month extensions are allowed.
6. **FINAL REPORT:** Within 90 days of the completion date of your project, you must submit a final grant report (instructions for completing the report will be provided to you at a later date).
7. **SCOPE OF DUTIES:** The primary contact pediatrician, as stated in the grant application, shall serve as principal investigator on the project and as outlined in the application under "What are the pediatrician applicant's responsibilities in carrying out the project? The principal investigator will be responsible for adhering to the grant period and reporting procedures. In the event a change in principal investigator is necessary, the Academy must be notified immediately in writing and shall have the right to approve any successor.
8. **USE OF ACADEMY LOGOS:** We encourage you to publicize CATCH sponsorship of your project; however, we ask that you request guidelines before incorporating Academy or CATCH logos in any promotional or other materials related to your CATCH grant project.
9. **PUBLICITY:** The Academy may include information about your project in its program evaluations, publications, and promotional and technical assistance materials.

Name of pediatrician grantee: \_\_\_\_\_ Date \_\_\_\_\_

Signature of pediatrician grantee: \_\_\_\_\_  
I agree to the conditions above and agree to submit the required final report at the completion of my grant.

Name of fiscal agent: \_\_\_\_\_

Signature of fiscal agent: \_\_\_\_\_ Date \_\_\_\_\_

I agree to the conditions above.