

Phase 2 – Administrative and Financial Setup (Weeks 1–4)

Objectives

Establish the administrative, financial, and contractual foundations necessary for implementation.

Activities

a) Review Grant Agreements

Confirm:

- Payment schedules.
- Cost-sharing obligations.
- Allowable costs.
- Procurement requirements.
- Partner obligations.
- Reporting timelines.
- Amendment procedures.

b) Financial Setup

Prepare:

- Project budget tracker.
- Financial reporting templates.

c) Establish Project Files

Create dedicated folders containing:

- Proposal documents.
- Approved proposal.
- Contracts.
- Budgets.
- Reporting templates.
- Procurement documentation.
- Communications materials.

- Ethics documentation.
- Partner agreements.

d)Partner Agreements

Where applicable, finalize:

- Memoranda of Understanding.
- Sub-award agreements.
- Consultancy agreements.
- Collaboration agreements.
- Data-sharing agreements.

Outputs

- Financial management systems established.
- Partner agreements initiated.
- Procurement plans completed.
- Project documentation organized.

Revision #1

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