

Bridge Conferences

Summary: A project initiation meeting to bridge the process between proposal development and awards management.

The Bridge Conference brings together key participants including the Principal Investigator, Associate or District Director, Administrative Support Supervisor(s), Grant & Contracts Analyst, Grants Officer, and Director of the Office of Sponsored Programs. It provides an opportunity for the PI to summarize his/her project. The Grant & Contracts Analyst reviews the budget, timelines, program and financial reporting, and confirms those who need access to the worktags in Workday.

Copies of the award summary sheet (Green Sheet) and signed copy of the award are provided to the PI. ([Sample Green Sheet](#))

An email is sent out after the Bridge Conference summarizing any remaining items needing attention. (for example, Costing Allocatioins).

Sample Agenda

- I. Grant overview
- II. Budget discussion
- III. Reporting requirements
- IV. Fund Access
- V. Discuss policies and procedures applicable to grant (ex. Conflict of Interest, Responsible & Ethical Conduct, IRB & IACUC approvals, acknowledgement of USDA grant funding in publications).
- VI. Subrecipient Certification – Policy Statement & Certification Form (when applicable)
- VII. Questions