

Financial Guidelines and Reporting Requirements

Grant Results Reporting

CONTRACTS

Contracts are agreements entered into with specific deliverables and expectations negotiated by you for an agreed upon price over a specified period. For example, salaries and fringe benefits of project staff who are not employees of the awardee organization are included under contracts.

If you did not have complete information for each contract at the budget negotiation stage of your project, or if you anticipate the need for additional contract(s) not previously approved, create and complete one *Contract Budget and Fact Chart* for each contract. See [Contract Budget and Fact Chart](#) for a sample chart. E-mail your completed *Contract Budget and Fact Chart* with your award ID in the subject line to grantreports@rwjf.org or your national program office if your project is funded under a Robert Wood Johnson Foundation national program.

It is important to demonstrate you have a good understanding of the scope of work and/or deliverables to be accomplished by each contract, and provide a justification of specific costs and how those costs are calculated. If the specifics of the contract are not available during budget development, additional information may be required during budget negotiations.

If you are requesting a budget revision, include one completed *Contract Budget and Fact Chart* for each contract in the Purchased Services section of the budget narrative.

Grant funds cannot be expended against any contract in your budget until you are advised to do so. If Foundation funds are the anticipated sole source of support for the project funded by your award, for all contracts, the start date should not be earlier than the start date of your award, and the end date should not be later than the end date of the award. Other funds must be used to pay for any contractual costs that begin earlier than the anticipated start date or end later than the anticipated end date of the project.

The terms and conditions of any contracts into which you enter should be consistent with the terms and conditions of the Foundation's letter of agreement (LOA) with you, which, if your project is approved, will be the legal document governing your award from the Foundation (sample LOAs can be found at www.rwjf.org/applications/unsolicited/faqlist.jsp (see bullet 13). The Foundation will not be a party to your contracts. You retain full responsibility for your contracts, which includes overseeing the work and deliverables, and reporting the expenses associated with the contract to the Foundation. We recommend that you consider including right to audit provisions and record retention expectations when negotiating contracts.