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**From:** Vickie Hallden  
**To:** Center/Institute Directors; Department Chairs; Department Managers; Section Chiefs  
**Date:** 6/2/2005 9:44 AM  
**Subject:** New Award Start Up Meetings  
**CC:** OGC Staff

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***From: Sheree M. Wright, Assistant Director, OGC through Vickie L. Hallden***

Start-up or new award meetings conducted by the Office of Grants and Contracts will continue to be offered to all Principal Investigators (PI) who receive new awards. However, effective immediately, attendance by the Principal Investigator (PI), while still strongly encouraged, will only be required in the following situations:

Faculty members/PIs who previously have not attended a start up meeting, including PIs who have transferred to the Medical College of Georgia. Attendance will be required for each type of new award received (e.g., research grant, clinical trial agreement, etc.)

Funded PIs who receive an atypical award (e.g., training, program project grants, or an RO1 when previous extramural support has been clinical trials, etc.).

All PIs will be notified via email either that a start-up meeting is required (if the award falls into one of the categories listed above) or that the PI may request that a new award meeting be scheduled if desired. If the new award meeting is not required, specific information pertaining to the award (i.e. title, award number, project period, highlights of important clauses/regulations, etc.) will be included in the email.

Individuals assigned to manage the project (scientific and financial) must attend all required new award meetings. Attendance by department managers is highly encouraged and may be in addition to the PI in the situations listed above or in lieu of the PI when attendance by the PI is not required.

Vickie L. Hallden  
Administrative Assistant II  
(706) 721-6481  
(706) 721-6478 (fax)