AccessLex Grantee Onboarding

REQUEST DISBURSEMENT

What to submit:
1. First payment: IRS Form W-9 and invoice
2. Subsequent payment: invoice

Where to submit:
AccountsPayable@accesslex.org

COMPLETE REPORTS

1. Log into the **Online Application System**.
2. On the Active Request tab, navigate to the project you wish to report and select **Edit** to complete report.
3. Select Submit Follow Up when report is completed.

*See our **website** for further instructions, if necessary.*

SUBMIT DATA

Grantees must submit anonymized data used in research activities before final disbursement is made.

To initiate file transfer, email **Grants@accesslex.org** with the following:

1. Project name
2. Name, email and phone number of the individual managing the submission
3. Public IP Address

For alternative methods for submitting data, contact Grants@accesslex.org.

NO-COST EXTENSION

*If a project is incomplete with unspent grant funds **greater than $1,000**, grantees may be eligible for a no-cost extension.*

1. To initiate request, email **Grants@accesslex.org**.
2. Complete and submit the No-Cost Extension Request form as assigned (no later than 30 days from due date of final reporting).
3. The Grant Program Manager will contact you regarding next steps.

BUDGET MODIFICATIONS

If it is necessary to adjust the currently approved budget, you may submit a modification request.

1. To initiate request, email **Grants@accesslex.org**.
2. Complete the **Budget Modification Request** form, as assigned.
3. The **Grant Program Manager** will contact you regarding next steps.

PROMOTE YOUR WORK!

Grant Award Announcement
Use social media and press releases to announce the receipt of your award.

Grant Award Completion
AccessLex has the exclusive right for 30 days to publish Grantee's results. Following this, tag AccessLex in your work's promotions!

🐦 **@AccessLexInst**   in **AccessLex**   f **AccessLexInstitute**

*Please send award-related press announcements before their release to **Grants@accesslex.org**.*

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SEE YOUR GRANT AGREEMENT FOR ADDITIONAL DETAILS.