



Project Award Guidelines

Revised 2020

Congratulations on your accepted proposal! The following guidelines provide information to assist you through the duration of the contract, and outline your responsibilities for fulfilling the contract requirements.

Within the next week, you will receive an email from Middle Tennessee State University's Office of Research and Sponsored Programs (ORSP). This email will include electronic copies of required subrecipient forms as well as instructions on how to complete them. These forms must be completed and returned to ORSP within two weeks of receipt. You will then be issued a contract, and can begin working on your project.

Please note the following contract requirements:

- Project costs are reimbursable up to the contract award amount. Invoices and copies of receipts are required to process any reimbursable costs.
- Appropriate credit, including inclusion of the Tennessee Civil War National Heritage Area logo, must be given to the Heritage Area in all publications, film credits, signage, exhibit panels, media, press releases, and events associated with your project.
- Heritage Area staff will review and approve interim and final drafts of the project. Please send in drafts for review to Laura Holder in a timely manner in order to ensure that you meet the contract deadline.
- It is your responsibility to monitor your project's progression to meet the contract deadline. If your project is not completed before the contract expires, the contract becomes null and void and your organization will need to reapply for funding during the next project cycle. The Heritage Area is unable to process payment for work completed after the contract has expired.
- Invoices should be submitted quarterly for allowable costs incurred.
- All funding received from the Tennessee Civil War National Heritage Area are federal funds. They must be matched dollar for dollar from a non-federal source. For additional information about match requirements and reporting, please refer to our "Match Report Guidelines."

Upon completion of your project:

- Within 60 days of project end date you will need to submit an invoice marked "Final", match reports, receipts, and a final report to the Heritage Area. Please refer to the "Match Report Guidelines" and "Final Report Guidelines" for additional details about how to complete these requirements.
- Invoices and reports can be submitted to Laura Holder at laura.holder@mtsu.edu and cc: kym.stricklin@mtsu.edu and invoice@mtsu.edu.

We look forward to working with you on this project! If you have any questions, please contact Laura Holder at (615)-812-2716 or Heritage Area staff at (615)-898-2947.