Congratulations on your small grant to support your team’s well-being! If you have additional questions, reach out to your local liaison or owb@jhmi.edu.

**Use and Management of Funds**

- Notification of your award has been provided to your hospital/employer and your local liaison.
- Please contact your local liaison for a cost center for all grant-related purchases.
- Your funds will be available within two weeks of notification of award.
- All funds must be spent by June 15, 2022 or a date provided by your hospital/employer. Your project activities can extend beyond this date.
- Funds must be used for the purpose stated in your application.
- Be careful not to exceed your awarded funds. Any unspent funds will be returned to the grant pool for future funding rounds.

**Compliance**

- All grant-funded activities must comply with Johns Hopkins University and Johns Hopkins Health System guidance and policies.
- The Office of Wellbeing is not responsible or liable for any personal injury or property damage that may result from activities related to grant-funded activities.
- The Office of Well-Being is not responsible for maintenance or upkeep of any items purchased with grant funds.

**Reporting Requirements**

- Grant awardees will submit stories, photos, testimonials to the Office of Well-Being by June 15th, 2022.
- We will provide you with a link to an online form to submit your testimonials and photo documentation of your grant-funded project.

**Your Local Liaison**

- Your local liaison is a well-being champion who has volunteered for this role. As you get started with your project, please contact your liaison. Please thank them!
- They will be happy to meet with you to review progress and your plans to monitor the success of your project.