

Appendix B:

**COLUMBIA UNIVERSITY
PI QUARTERLY REVIEW DOCUMENTATION TEMPLATE**

PI: _____

DA: _____

Period: _____

Grants: _____

Date of Discussion: _____

Notes:

Effort Adjustment Required (please check one option below)?

Yes *No*

Details:

Expense Adjustment Required (please check one option below)?

Yes *No*

Details:

Entries Processed: _____

DA's Signature: _____ **Date:** _____

Location Documentation Retained: _____