**REQUEST DISBURSEMENT**

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

**Where to submit:**
AccountsPayable@accesslex.org

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**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.

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**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.

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**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.

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**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.

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**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!

[AccessLex Inst.](#)  [AccessLex](#)  [AccessLex Institute](#)

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

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**SEE YOUR GRANT AGREEMENT FOR ADDITIONAL DETAILS.**