

## INTEROFFICE MEMO - OFFICE OF GRANTS AND CONTRACTS (OGC)

DATE: DECEMBER 9, 2009

TO: MS. LENA MUSHARRAFIEH, COMPTROLLER'S OFFICE

CC: PROFESSOR IMAN NUWAYHID, DEAN - FACULTY OF HEALTH SCIENCES

PROFESSOR NADA MELHEM, PRINCIPAL INVESTIGATOR – FACULTY OF HEALTH SCIENCES

FROM: OLFAT KHATTAR, GRANTS AND CONTRACTS OFFICER

RE: OPENING NEW COST CENTER

Dear Lena,

Kindly issue a new cost center for the attached research agreement signed with the Lebanese National Council for Scientific Research (CNRS). The project is entitled: *"Potential role of HLA and KIR as Correlates of Protection among Hepatitis B Virus (HBV) Vaccinated and Non-Vaccinated Subjects"* and will be conducted by Dr. Nada Melhem from the Faculty of Health Sciences.

The project is for a period of two years from December 1<sup>st</sup>, 2009 until December 1<sup>st</sup>, 2011, with a total budget of L.L. 24,000,000. The budget for the first year is L.L. 12,000,000 divided as per the attached budget breakdown. Please note that Project Investigator cannot spend more than L.L. 12,000,000 in the first year.

**Mode of Payment & Reporting:** There will be three Payments:

- 40% of the total budget upon signature of this Agreement.
- 35% of the total budget will be paid upon receipt and approval of the Progress Narrative and Financial reports at the end of the first year \*.
- 25% of the total budget will be paid upon receipt and approval of the Final Narrative and Financial reports upon the completion of work.

**\*Note to PIs:** To encourage the continuity of the project Principal Investigators are encouraged to submit progress narrative reports on December 1<sup>st</sup>, 2010 or even one month before.

Should you have any questions please do not hesitate to contact me.

Thanking you in advance.



Olfat Khattar  
Grants and Contracts Officer

Enclosed: Copy of CNRS Contract.

INTEROFFICE MEMO - OFFICE OF GRANTS AND CONTRACTS  
(OGC)

DATE: December 1, 2010

TO: MR. HALIM SHUKAIR, COMPTROLLER'S OFFICE

CC: PROFESSOR Iman Nuwayhid –DEAN - FHS

Dr. Nada Melhem - PRINCIPAL INVESTIGATOR – FHS

FROM: Rosie Nasser – Associate Director

RE: RENEWAL CNRS PROJECT (A/C# 115060-522185) – Project Renewal/COST EXTENSION


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Dear Mr. Shukair,

Please find attached the signed CNRS renewal agreement for Dr. Nada Melhem's project entitled:  
***"Potential role of HLA and KIR as Correlates of Protection among Hepatitis B Virus (HBV) Vaccinated and Non-Vaccinated Subjects."***

Kindly extend the period of the project for one year starting December 1<sup>st</sup>, 2010 until December 1, 2011 and increase the budget by L.L. 12,000,000, as per the attached CNRS Contract.

Best regards,

  
Rosie Nasser

Enclosed: Copy of CNRS Contract



AUB American  
University  
of Beirut  
الجامعة الأمريكية في بيروت

To: Dr. Nada Melhem  
From: Dr. Fadia Homaidan, Director, Office of Grants and Contracts  
Subject: URB Seed Grant  
Date: July 13, 2009

*Jad Mail*

Based on the recommendation of your Faculty's Research Committee, I am pleased to inform you that your URB Seed Grant application entitled:

***"Potential Role of HLA and KIR as Correlates of Protection among HBV Vaccinated and Non-Vaccinated Health Care Workers"***

has been approved for funding. The duration of the grant is from October 1<sup>st</sup>, 2009 to September 30<sup>th</sup>, 2010. The grant will not be extended beyond the September 30<sup>th</sup>, 2010 expiration date.

**Amount of URB Award: \$ 7,000**

The figure indicated above represents the total sum granted. Please note that your URB funds can only be used for research assistantship and supplies directly related to your research project. They cannot be used for any travel-related (including registration fees for conferences), memberships, books, softwares or equipment (including computers and accessories) expenditures.

Good luck in your research.

cc: Dr. Iman Nuwayhid, Dean – FHS  
Dr. Abba Sibai, Chair, Faculty Research Committee  
Comptroller's Office

Office of Grants and Contracts  
مكتب الهبات والعقود البحثية