

Policy Type: General Administration
Policy Title: Grant/Contract Procedures Post Award
Policy Number: GA-14

Purpose:

The purpose of these procedures is to outline the process for faculty and staff members who receive a grant as to the process post award.

Scope:

This policy affects all faculty and staff who have been awarded a grant from an outside organization.

Definitions:

1. Idea Initiator: The person interested in pursuing the grant.
2. Proposal Development Team: The Idea Initiator, the appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst
3. Grant/Contract Management Team: Grant Project Manager, appropriate Dean or Director, Vice President (or Presidential Direct Report), Resource Development Director, and Financial Systems Analyst

Policy or Procedure:

The **Resource Development Director**, with input from the **Proposal Development Team**, will negotiate final budget and program issues with the Grantor

The **Vice President (or Presidential Direct Report)** will gain signatures and/or present to BOT for approval (if needed).

The Grant & Contract Management Team, led by the **Project Manager**, will:

- a. Establish signature authority, complete Signature Authority form, and distribute as needed
- b. Review start and stop dates, determine report timelines
- c. Develop release time forms and gain approvals as needed
- d. Review reporting requirements specified in grant
- e. Meet with Resource Development Director & Financial Systems Analyst to go over necessary procedures for grant
- f. Administration (done within 30 days of the awarding of the grant/contract)
- g. Review grant progress on a quarterly basis (through email, phone, meetings, etc.)

Resource Development Director, working with the **Project Manager** will:

- a. Review grant/contract terms and conditions with grant management team, faculty and staff
- b. Ensure grantor receives regular reports on grant/contract progress
- c. Interpret fed or state guidelines and regulations.
- d. Negotiate future revisions
- e. Maintain the grant/contract master file
- f. Ensure that all grant/contract evaluation activities are accomplished according to timelines

Financial Systems Analyst, working with the **Project Manager** will:

- a. Identify grantor billing contact information
- b. Establish a new grant/contract account
- c. Establish an accounts receivable process
- d. Initiate overhead entries specified in grant/contract
- e. Insure that match amounts and deadlines occur
- f. Submit financial reports as required

The Project Manager is responsible for **Operational Oversight** and will:

- a. Make sure all grant/contract objectives are met
- b. Initiate transactions: a) staffing requirements, b) purchasing
- c. Provide regular reports on grant/contract progress to the Dean or Director and others as needed
- d. Submit all required program reports with copies (or a link to an electronic file) to the Grants Office

The Project Manager, working with **Financial Systems Analyst**, is also responsible for **Financial Oversight** and will:

- a. Monitor the budget to assure that salaries, accounts payable, and accounts receivable are in line with grant timelines, are in the correct accounts, and are within regulations

Specific Authority:

Law Implemented:

History of Policy or Procedure

Draft: Developed by Deans Edith Capen and Sam Ball in 1999

Adopted:

Revised: April 5, 2005

Reviewed by:

Originator: Financial Systems Analyst, Financial Systems Analyst, ext. 3353 or Resource Development Director, Resource Development Director, ext. 3346

President's Staff Sponsor: Rick Brumfield, Vice President, Business Affairs, ext. 3305 or Kara Hefley, Vice President, Resource Development, ext. 3338