

College of the Mainland Programmatic and Fiscal Management Checklist for Funded Projects

The following is a guide to assist a grant project director or manager in the day to day operations of a funded project. Due to specific guideline requirements, not all items included in this checklist may apply. Completion of this form provides an audit trail.

I. Receipt of Grant Award Notification

- a. The person named on the grant application as the contact will provide a copy of Notice of Award (NOA) to the following offices:
 - President of the College
 - Appropriate Vice President
 - Grants Compliance Officer
 - Grants Accountant

II. Meet with all interested personnel involved in the grant

- a. Audit trail through Restricted Accounting
- b. Reporting requirements and monthly budget reconciliation
- c. Clarification of college and funding source guidelines for:
 1. hiring personnel and salaries
 2. purchasing equipment
 3. purchasing supplies
 4. request for approval to travel and reimbursement
 5. process for hiring consultants
- d. Establish relationship with all the various components.
- e. Review budget with Project Director, Grants Compliance Officer and Grants Accountant.
- f. Project Budget Categories at the Termination of a Project Year should show zero balances. (work with Grants Accountant)

III. Develop and publish specific timelines for project activities and notify offices.

IV. Develop project guidelines for:

- a. Budget management and review.
- b. Reporting requirements from the funding source.
 1. Monthly
 2. Quarterly
 3. Annually
- c. Progress and program evaluations

V. Make changes in the project and obtain approvals as required by the funding

- a. Change in scope of activities
- b. Change in principal investigator
- c. Extensions of the Budget/Project with or without funds
- d. Transferring monies to different categories within the project
- e. Need for additional funds
- f. Other items requiring prior approval.

VI. Grants Compliance Office to develop a master file to include each of the major components of the project as follows:

- a. Original RFP
- b. Grant Application as submitted
- c. Signed Grant award and contracts
- d. Original compliance documents including timelines
- e. All Reports
- f. Budget reports
- g. Evaluations
- h. Other important documents that would provide an audit trail for the project will be housed and maintained in the Grants Office.

VII. Cooperate with the Compliance Officer if your project is chosen for audit.

Signature: _____ **Date:** _____
Project Director