



## **Procedure 206-02 Grant Management**

**Sponsor: Business and Administrative Services**

### **Purpose**

The purpose of this procedure is to outline the roles and responsibilities required for College grant management and compliance.

### **Definitions**

Grant or Program manager is a responsible employee appointed to manage each grant. The grant or program manager may or may not function as the grant's official principal investigator (PI).

Principal Investigator (PI) is the person who takes direct responsibility for completion of a federally funded project. The PI reports directly to the funding agency and is responsible and accountable for the proper conduct of the project or program including the submission of all required reports.

### **Procedure**

A responsible employee will be appointed as the grant manager (program director) for each grant. Grant managers will be supervised by an Associate Dean, Director, Dean, Executive Director, Associate Vice President, Vice President, Provost, or President. The grant or program manager may function as the grant's official principal investigator (PI) but not always.

Copies of grant applications, reports, contracts, and official correspondence are filed with and maintained in the College Business Office for purposes of internal and external audit.

All funds received through grants, contracts, or other arrangement with external funding agencies, organizations, or persons must be expended, managed, and accounted for in accordance with established College policies and procedures.

Each grant will have a budget, and actual outlays for each grant will be periodically compared to budgeted amounts. Budget reports are prepared by the Business Office and reviewed by the grant manager. The grant manager will review these reports and investigate discrepancies.

All expenditures for grants will be supported by adequate documentation.

Grant employees are considered conditional employees of the College. Their employment may be based on availability of third-party funding and employment may be terminated if third-party funding is no longer available. These employees must follow all College procedures and are eligible for the same benefits as other College employees. If a grant is not able to reimburse expenses for specific benefits, those benefits may not be offered to grant employees.

Purchases using grant funds that are considered equipment due to grant and/or College equipment and capital asset definitions will be uniquely identified as grant equipment. Equipment records will be maintained by the grant manager, and periodic audits will be conducted to locate equipment. The grant

manager will follow all required equipment acquisition, tracking, and disposal guidelines required by a grantor.

Requests for reimbursement from a granting agency and other grant reports will be reviewed for accuracy and completeness and approved by the grant manager before they are submitted to the agency.

Responsibilities of grant managers:

1. Ensure College compliance in expending funds only for allowable costs, as identified by the grantor.
2. Notify their supervisor and the Business Office as soon as changes are made to a grant.
3. Review and approve budget reports and requests for reimbursement.
4. Maintain records of program expenditures, official correspondence, awards, and other documentation that may be required by the grantor and ensure copies are provided to the College Business Office for the purposes of internal and external audit.
5. Ensure adequate records for time and effort are being actively maintained.
6. Report the results of program performance to granting agencies as required by the grantor.
7. Maintain equipment records and ensure proper equipment audit and disposal as required by the grantor.

#### **References**

Arizona Office of the Auditor General Uniform System of Accounting and Financial Reporting for Arizona  
Community College Districts  
Uniform Guidance 2CFR-200

#### **Procedure History**

03/23/2011 New (supersedes Procedure 206.1.1)  
05/11/2011 Revised and Approved by College Council  
09/11/2019 Revised and Approved by Executive Leadership Council

#### **Legal Review**

05/02/2011