

GRANTS

PROCEDURES MANUAL

*A FISCAL GUIDE
FOR FACULTY AND STAFF*



Grants Office

2012

Preface

We congratulate you and thank you for your interest in securing grant funds for your program and the College. Guidelines established by granting agencies and the myriad of forms to be completed for the grantor and the Kentucky Community and Technical College System can be complicated and frustrating. We are here to help you and the attached manual is intended to be a helpful resource and guideline while detailing College procedures.

You are encouraged to utilize the table of contents to locate provisions related to your needs.

The following is an overview of the necessary procedures and some helpful hints.

Grant Seeking Overview

Every new and continuing grant application is to be reviewed by Grant Writer before it is submitted. The proposal may be sent by email, but a hard copy of the proposal is necessary prior to submission.

You are encouraged to contact the Grant Writer prior to writing the proposal for the following reasons:

- The College has access to various list serves, websites and publications which can identify potential funds.
- A grant writing team, consisting of your colleagues who have expertise in proposal writing, may be useful to you.
- Data for the College's service area and proposal narratives for other grants is available.
- The funding necessary for your project may be a part of a joint proposal assisted by one of your colleagues or another institutional partner. Many funding sources encourage collaborative proposals.
- It is necessary to ascertain if you are permitted to submit a proposal to the funder (KCTCS or the College may already be seeking funding with the funder).
- The proposal must align with HCTC's strategic initiatives and mission.

Helpful Hint: While the KCTCS Internal Approval Form (GC1 Budget Form) does not have to be completed until the grant is approved, study this form first. The form is a great guide to questions you should address in your budget and project goals. Looking at this form first will save you time later.

Once you receive your award letter, complete the GC1 form and attach the letter as documentation of the award. The form will be reviewed by the Grant Writer, signed by Principal Investigator, CFO for Business Services, and the President. The Business Office submits this document to KCTCS Sponsored Projects resulting in a grant account being established. Business Office staff members are available to assist you.

Helpful Hint: You must get prior approval from the College President if a match is required. The College is required to document the cash expenditures for the match. Matches should not be committed without proper authority.

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ADMINISTRATION OF GRANTS/CONTRACTS

INTRODUCTION

This manual is intended to assist you in the administration of your grant or contract. Our goal is to minimize the time you must divert from the mainstream of your project while complying with contractual, regulatory, and statutory provisions. While information and assistance is primarily available from the Grants Office, other College administrative offices are also available to assist Project Director/Coordinator/Principal Investigators.

The responsibilities of the Project Director/Coordinator/Principal Investigator and the several College offices are described in this section of the Procedures Manual.

Responsibilities of the Project Director/Coordinator/Principal Investigator

You, the Project Director/Coordinator/Principal Investigator, are the most important administrator of your grant. You initiate or approve all changes to the grant or contract and check the monthly expenditure reports from the Business Office to determine their accuracy and completeness. Your grant's budget, established by the College's Business Office, is similar to a bank account opened in your name. You may draw from it during the life of the grant project. You are responsible for your "account". You will want to get the most mileage out of your available funds, within the constraints prescribed by the funding source, KCTCS, and HCTC.

Through personal contact you will have with the Grants Office prior to activation of your project and the specifics of the grant/contract award notice, you will receive information on the special aspects of your grant/contract. For your project to function efficiently, the College has established procedures to be used in the administration of your project.

The professional and ultimate responsibility for the accuracy and effective project management i.e., project activities, budget control, fiscal reports, etc., rests with you, the Project Director/Coordinator/Principal Investigator. Review thoroughly the HCTC Procedures Manual.

Administrative Offices

In the course of directing your program, you will work with several College offices including, but not limited to, the Grants Office, the Business Office, Purchasing, Payroll, Human Resources, Physical Plant, etc. Each of the administrative areas that you will contact is service-oriented and interested in helping you to carry out your project with a minimum of time spent on administrative details. To that end, we solicit your comments and recommendations as an invaluable guide to growth and development of federal and state sponsored activities at the College.

1. Grants Office

The Grants Office will act as the intermediary with the granting agency for all budgetary or contractual negotiations for formal College grants/contracts. The Project Director/Coordinator/Principal Investigator will allocate the allowable expenditures in light of contractual agreements and underlying sponsor policies, but must work within KCTCS policy(ies). **Every new and continuing grant application is to be reviewed by Dean of the applicable department and Grant Writer before it is sent in (especially the budget and the match). This can be done by e-mail. However, a hard copy of the grant proposal should be submitted to the Grants Office.**

2. Business Office Grants Accountant

Once the award letter is received, the KCTCS sponsored projects accounting issues a grant account number. An internal approval form (GC1 budget form) must be completed in order to set up the grant account. The Grants Office needs to be notified of the award and provided a copy of the award notification in order to facilitate this process. **The Project Director (Coordinator/Principal Investigator shall submit the GC1 form, original award letter and contract to the Grants Office for review before it is submitted to the CFO of Business Services and President of HCTC prior to its submission to KCTCS.**

Any change in the grant budget requires a KCTCS grant revision form (GC2) to be completed and submitted to KCTCS sponsored projects accounting along with written approval from the granting agency. The Business Office Grant Accountant and the Grants Office can assist you in this process. **The HCTC Business Office staff members who will assist you are: CFO of Business Services and Dean of Business Services.**

Many renewal proposals require the reporting of expenditures up to the time of the preparation of the renewal, together with estimates of expenditures for the remainder of the program year. The Business Office Grants Accountant will provide interim information regarding cumulative expenditures. Certification of expenditure accuracy will also be provided, if required. All grant/contract fiscal reports must be verified by the Business Office Grants Accountant (Connie Watts or Jackie Hall) and the Grants Office prior to forwarding to funding agency.

3. Business Office

The Business Office is the final approving authority for expenditures. The Business Office will review all expenditures to ensure expenditures are within KCTCS policies and procedures. Expenditures for supplies and payroll can only be approved in accordance with terms and conditions of the contract and with KCTCS policy. Payment for personnel services outside the normal payroll system are given individual review because of a higher degree of audit accountability required in these areas and needs prior approval from KCTCS system office.

4. Purchasing

The primary function of Purchasing in the Business Office is to organize and administer all phases of procurement, including leasing, for all departments of the College. This operation serves all externally sponsored activities in accordance with applicable Kentucky statutes, Council on Postsecondary and

KCTCS rules, policies, and good business practice.

Obligations against grant or contract funds are processed in Purchasing if State appropriate funds are being expended. Therefore, KCTCS regulations and College Purchasing procurement policies and procedures apply when commodities and/or services are contracted for using grant or contract funds.

It should be noted that only the Business Office has been delegated the authority to purchase and/or lease supplies, equipment, and services which are to be used in the normal operation of the College. No other department or person is authorized to make purchases or leases for the College. Purchases made by any individual not assigned or approved by the Business Office are considered unauthorized and the individual entering into such an agreement may incur a personal obligation to the vendor.

Subject to exceptions to bidding requirements provided by Kentucky law and KCTCS rules, at least three (3) bids or proposals, or written quotations shall be requested for purchases, more than \$20,000 but less than \$40,000. All purchases over \$40,000 will be obtained by sealed bids. If possible, at least one quotation shall be requested from a local minority vendor. Directors, etc, urged to contact the Business Office with any questions.

College divisions, upon receiving contracts or grants, are urged immediately to contact the Business Office and discuss their supply, equipment and service needs. An understanding of purchasing policies and procedures will help you expedite the handling of your requirements.

5. Human Resources Office (Personnel)

Grant personnel (Fund 12) are personnel employed in a federally funded, state funded or special program. Grant and contract projects are temporary in nature and the employees paid from these funds are not guaranteed positions at the College if the program is terminated or the funds available for the program are reduced.

The College shall adhere to the established classification plan and salary schedule for appointments, promotions, salary adjustments, reclassifications, and terminations for grant personnel. Exceptions to standard procedures must be recommended by the Human Resources officer, approved by the President or his/her designee, and documented fully in the personnel files of the individual employee concerned. All new and/or vacant positions must be approved and advertised in accordance with established College standards.

All full-time grant personnel shall be entitled to fringe benefits as provided by the College and KCTCS policy.

It is the policy of HCTC that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, color, national origin, religion, gender, marital status, age, veterans status or being physically challenged, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or sexual harassment in employment or any activity of HCTC.

The Human Resources Office will be available to assist with all personnel issues.

6. Records and Admissions

The Project Director/Coordinator/Principal Investigator should check to arrange admission and registration of participants in grant courses or workshops, as appropriate.

7. Use of Space

If facilities need to be identified, secured or constructed, this should be discussed in detail with the CFO of Business Services prior to submitting the proposal. If special services or facilities are to be rented or leased, this should be discussed in detail with the Business Office and Grants Office prior to submitting the proposal.

POST AWARD PROJECT IMPLEMENTATION PLAN

Grants/Contracts operate under different fiscal years as well as under the terms and conditions of a particular funding agency or source. For some projects, July 1 through June 30 is a fiscal year, as is the case of many state funded projects. The federal fiscal year is October 1 through September 30. Some projects may have a combination of funding sources with different deadlines or annual calendars.

The purpose of the following phase and checklist system is to provide a suggested plan of activities for managing a project during its duration (generally to be thought of in terms of a twelve month cycle). In addition, the procedures herein provide a management process designed to minimize common problems associated with grants and contracts management. Please adapt the following to the needs of your individual project fiscal and/or activity year.

Remember, this checklist is a guide to assist you. All the items may not be needed, but if you follow the checklist, you will most likely assure successful results.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Project Director/ Coordinator/Principal Investigator</p>	<p><u>Annual Review Checklist System</u></p> <p>Submit activities checklist to Grants Office and to Business Office Grants Accountant at the completion of grant or contract activities listed in the phases listed below:</p> <p><u>Phase I</u></p> <p>Checklist # 1 Within 45 days (0-45 days) of initiation of project activities budget.</p> <p><u>Phase II</u></p> <p>Checklist #2 End of sixth month (45-180 days) of project activities.</p> <p><u>Phase III</u></p> <p>Checklist #3 End of tenth month (180-300 days) of project activities.</p> <p><u>Phase IV</u></p> <p>Checklist #4 Within 30 days (300-365 days) of termination of project or fiscal year.</p> <p><u>Phase V</u></p> <p>Final Checklist Within 30 days after review/termination of project year.</p> <p>Note: Many grants have specific reporting requirements. The length of the grant may cause the reporting time frame to vary.</p>

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Office of Advancement and Governmental Relations</p> <p>(Items 1 through 5 are to be accomplished within ten working days of notification of award.)</p>	<p><u>Phase I, Months One and Two (0-45 days)</u></p> <ol style="list-style-type: none"> 1. If award letter and agency materials are received by the Project Director/Coordinator/Principal Investigator, all original copies should be forwarded immediately to the Grants Office. 2. Upon receipt of award document, review <u>all</u> correspondence from the funding agency. <ol style="list-style-type: none"> A. If funding is denied, notify Project Director/Coordinator/Principal Investigator in writing. B. If project is funded: <ol style="list-style-type: none"> 1) Determine percent of funding. 2) If negotiations are necessary, work with the agency and Project Director/Coordinator/Principal Investigator in finalizing amount of award. 3) Notify Project Director/Coordinator/Principal Investigator of final amount and send copy of award document. 4) Complete GC1 and send it to Business Services along with the original award letter and contract for review. 3. Review award letter carefully for special conditions or restrictions. 4. Duplicate master file (document, schedules, checklists, and supporting work papers which have not been previously distributed). 5. Contact the Grants Office to see if it is necessary to set up orientation meeting with the Project Director/Coordinator/Principal Investigator, Budget Office and RCD representative to: <ol style="list-style-type: none"> A. Review college's <u>Procedures Manual</u> with special emphasis on: <ol style="list-style-type: none"> 1) Agency contacts and who will make them 2) Grants management 3) Institutional credibility 4) Project reports

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Grants Office (continued)</p> <p>HCTC Business Office Grants Accountant</p>	<p>Phase I (Continued)</p> <p>B. Set up both federal and institutional accounts as needed for:</p> <ol style="list-style-type: none"> 1) Audit trail 2) Reporting 3) General management <p>6. Attend orientation meeting or meet separately with the Project Director or Principal Investigator:</p> <p>A. Orient the Project Director/Coordinator/Principal Investigator in all necessary dealings and procedures with the Budget Office including, but not limited to, the following:</p> <ol style="list-style-type: none"> 1) Setting up accounts and budgets and assigning proper department numbers to both the federal and institutional share accounts. 2) Proper budget procedure, interpretation of printouts and methods of proper budget management. 3) Project Director/Coordinator/Principal Investigator relationship to each of the following: Business Office Grants Accountant, Purchasing Agent, Human Resources, and others as applicable. <p>7. Set up operational accounting file.</p> <p>8. Perform fiscal review with particular attention to verifying the following:</p> <p>A. Adequacy of budget expenditures</p> <ol style="list-style-type: none"> 1) Costs budgeted for personnel will allow the College to hire personnel with skills and abilities to match the job descriptions. 2) For personnel to be charged part time to a project (split between one or more department numbers or projects). 3) Equipment and other costs are correctly priced. 4) All costs included are chargeable to the project, and all direct costs are properly included in the budget. 5) The indirect cost calculation is correct in accordance with the Grantor agency's guidelines or law. 6) The Business Office Grants Accountant automatically computes and deducts the amount of expenditures for

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
Budget Office Grants Accountant	<p align="center">each project.</p> <p>Phase I (Continued)</p> <p>B. If review requires any changes or modifications, notify the Grants Office immediately and prior to any further fiscal activity involving the submission or processing of purchase requisitions.</p>
Budget Office Grants Accountant	<p>9. Refer to accounting file and prepare schedule of previously budgeted resources of the College that are now budgeted for the project (examples: portion of administrator's or director's salary that will be charged to the project, College matching monies, fringe benefits, indirect costs, etc.).</p> <p>10. Review project file with Project Director/Coordinator/Principal Investigator.</p> <p>11. For budget changes, prepare a memorandum to request project budget changes into the accounting system. Forward a copy to Project Director/Coordinator/Principal Investigator and KCTCS.</p> <p>12. Review project budget and enter data into accounting system. Forward copy to Project Director/Coordinator/Principal Investigator.</p> <p>13. Review and follow KCTCS Policies and Procedures.</p> <p>14. Contact Grants Office for assistance prior to solution of unsolved or confusing problems.</p> <p>15. Notify Grants Office of all changes and modifications that differ from <u>original</u> grant document submitted to funding source.</p> <p>16. Observe requirements on special items as follows:</p> <ul style="list-style-type: none"> • <u>Travel</u> Plans and destinations should be determined and finalized within the first 90 days of the project. All requests for encumbrances and expenditures must be initiated <u>prior</u> to travel in accordance with College policies and procedures and consistent with funding agency requirements. Establish

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
	contact with the travel auditor in Business Services.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
Project Director/ Coordinator/Principal Investigator	<p><u>Phase I (Continued)</u></p> <ul style="list-style-type: none"> • <u>Consultants:</u> Review thoroughly KCTCS Policies and Procedures. Complete College forms <u>prior</u> to service being performed. Encumber funds within the first 90 days of the project. • <u>Purchasing</u> It is recommended that all materials, supplies and other consumables be purchased or encumbered within 180 days of start of project. (This depends on the duration of the grant). Contact Business Office and Grants Accountant to determine proper item coding or classification. • <u>Equipment/Inventory:</u> Federal grants and contracts often impose special conditions and restrictions on equipment and/or special purchase items. If required, maintain a complete and accurate inventory of all equipment during the life of the project. Contact Maintenance and Operations for identification decals and inventory procedures. • <u>Personnel or Salary Changes:</u> Project Director/Coordinator/Principal Investigator should verify all personnel or salary deletions, additions, or modifications with the Human Resources Office using the Payroll Authorization Form and process. Inform Grants Office to determine if contact with funding agency is necessary <u>prior</u> to action. <p>Project Director/Coordinator/Principal Investigator should contact Human Resources Office and inform the Grants Office and Business Office Grants Accountant of all additions or changes.</p>

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
Human Resources Office	17. Advertise vacancy (include all requirements as to restrictions on salary level, dates, permanence, etc.), establish screening and search committee, screen applicants, and refer qualified personnel to Project Director/Coordinator/Principal Investigator for interviews. It is necessary to follow KCTCS personnel policies for hiring.
Human Resources	18. Review recommendation and approval; if not approved, return to Project Director/Coordinator/Principal Investigator.
Human Resources Office	19. Hire individual in accordance with normal personnel procedures. Update personnel master record. Distribute notice in accordance with normal procedures. Send copy to Business Services payroll department.
Budget Office Grants Accountant	20. Review project for personnel hired whose positions and salary costs had previously been included in a budgetary unit with the College. If they have been included, then: <ul style="list-style-type: none"> B. Determine if budget adjustment is required. C. If budget adjustment is required, obtain written approval from granting agency and process a GC2.
Project Director	21. Review GC2 submitted by Project Director/Coordinator/Principal Investigator; forward copy to Grants Office and KCTCS sponsored projects accounting.
	22. It is recommended the project director submit Checklist for Phase I to Grants Office and to Business Office Grants Accountant within the first 30 days of the initiation of the project activities.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
Project Director/ Coordinator/Principal Investigator	<p><u>Phase II, Months Two Through Six (46-180 Days)</u></p> <ol style="list-style-type: none"> 1. Equipment, supplies, and materials should be purchased or encumbered (If necessary, prepare specifications for bidding) within 90 days of project implementation. 2. Consultant use should be planned within 90 days and obtain prior approval from KCTCS system office. Sub-contracts and/or outside consultants need to be documented on the GC1 form. 3. Expected travel should be planned within 90 days. 4. In accordance with these checkpoints, the following steps should be completed: <ol style="list-style-type: none"> A. Review College printouts to determine accuracy of project budget. B. Check deadlines for any quarterly financial or other activity report to funding agency which might be due. C. Review personnel draw downs to insure that proper dollar amounts are correct as projected, including fringe benefits. D. Check any purchase requisitions outstanding (for longer than 30 days). E. Verify entries with Payroll, Purchasing and Business Office Grants Accountant.
Business Office Grants Accountant	<ol style="list-style-type: none"> 5. Notify Project Director/Coordinator/Principal Investigator of "coding" entries by KCTCS or of any modification of "coding" entries submitted by the Project Director/Coordinator/Principal Investigator.
Project Director	<ol style="list-style-type: none"> 6. Review <u>coding</u> assigned by Business Office Grants Accountant.
Project Director	<ol style="list-style-type: none"> 7. Notify Business Office Grant Accountant via departmental ledger of any purchase requisition outstanding longer than 30 days. Be aware that the College encourages each Project Director/Coordinator/Principal Investigator to spend or encumber monies the first 180 days of the project (unless grant requirements do not recover or allow this practice).
Project Director/ Coordinator/PI	<ol style="list-style-type: none"> 8. Submit Checklist for Phase II to Grants Office and to the Business Office Grants Accountant at the end of the sixth month.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Project Director/ Coordinator/Principal Investigator</p>	<p><u>Phase III, Months Seven Through Ten (181-300 Days)</u></p> <ol style="list-style-type: none"> 1. Continue to review status of personnel accounts to determine if both salaries and fringe benefits are correctly expended for period to date. 2. Encumber or spend remaining monies in <u>all</u> budget categories. 3. Begin preliminary planning for preparation of final project fiscal activity progress report. 4. Review status of entire budget. Verify accuracy of income and expenditures. Obtain needed help or initiate corrections with Budget Office Grants Accountant. 5. Prepare and submit GC2 to the Grants Office and Business Office Grants Accountant for any budget changes. 6. Review files for current documentation. 7. Determine if contact with funding agency is required. If so, notify the Grants Office for approval and assistance. 8. Submit Checklist for Phase III 60 days prior to termination of grant/fiscal year.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Project Director/ Coordinator/Principal Investigator</p>	<p><u>Phase IV, Months Eleven and Twelve (301-365)</u></p> <ol style="list-style-type: none"> 1. Review grant or contract budget for modifications or changes requiring last minute approval. Most change requests from funding agencies require a 60-day notice prior to termination of project. 2. Verify expenditure status and accuracy to ensure that budget categories are not over/under expended! Contact Payroll, Business Office, if necessary. 3. Spend or encumber all budgets to "zero", if possible. 4. Prepare final fiscal and activity progress reports. 5. Contact Business Office Grants Accountant to verify expenditures of College matching monies; check inventory of equipment. 6. Contact Office of Grants Office for assistance, if needed. 7. If a continuation grant/contract, prepare Internal Approval Forms for new fiscal year, review new award letter for conditions, restrictions, budget allocation, and prepare to initiate project for another cycle/fiscal year. Be sure new budget/grant number is requested for new fiscal year, if necessary. 8. Submit Checklist for Phase IV 30 days prior to termination of project/fiscal year.

POST AWARD PROJECT IMPLEMENTATION PLAN

Responsibility	Suggested Action
<p>Project Director/ Coordinator/Principal Investigator</p>	<p><u>Phase V, (30 Days - Post Project)</u></p> <ol style="list-style-type: none"> 1. Prepare/finalize all fiscal and activity/progress reports required by the funding agency. 2. Verify budget or fiscal calculations with Business Office Grants Accountant <u>prior</u> to submitting final report(s). 3. Inform Business Office of all inventories, release of space, etc. 4. Prepare reports for forwarding to the funding agency. Contact Grants Office for review and assistance. All fiscal reports must be verified by Business Office Grants Accountant and Grants Office <u>prior</u> to forwarding to funding agency. 5. If project is <u>not</u> a continuation and has terminated, verify the closing of all account items with payroll and Business Office Grants Accountant. If project <u>is</u> a continuation, make sure account items are modified correctly for the new fiscal/activity year. 6. Complete and close project master file (correspondence, reports, inventories, etc.).

CHECKLISTS

**Grants Office
CHECKLIST #1**
Months One and Two (0-45 Days)

Please complete the following checklist for each grant or contract you direct.

	YES	NO	N/A
1. Award letter has been reviewed.			
2. Award letter required grant budget modifications.			
3. Original award letter has been forwarded to the Business Services Grants Accountant and copies to the grants office and grant file.			
4. Proposal and grant plan is established.			
5. Revised budget forms have been submitted to: <input type="checkbox"/> Grants Accountant <input type="checkbox"/> Grants Office			
6. Request forms for all personnel positions have been prepared (Payroll Authorization Form).			
7. Job descriptions for new positions have been prepared for approval and submission.			
8. The Grants Accountant has been contacted and department number obtained.			
9. Grants accountant has been contacted to assist in "coding" items in budget.			
10. Project budget has been submitted for entry into accounting system (Internal Approval form).			
11. Budget accuracy has been reviewed/verified by Grants Accountant.			
12. Steps for hiring new personnel have been made; required form(s) have been forwarded.			
13. Salary and fringe benefits have been verified with Human Resources Office.			
14. Special project items have been reviewed as appropriate: <input type="checkbox"/> Travel <input type="checkbox"/> Payroll <input type="checkbox"/> Consultants <input type="checkbox"/> Personnel <input type="checkbox"/> Equipment/Inventory <input type="checkbox"/> Property Control <input type="checkbox"/> Purchasing			
15. Payroll accounts and schedules have been established.			
16. Necessary institutional contacts have been made with: <input type="checkbox"/> Grants Accountant <input type="checkbox"/> Payroll Office <input type="checkbox"/> Human Resources Office <input type="checkbox"/> Purchasing Office			
17. Master file has been established in project area.			
18. <i>KCTCS Policies and Procedures</i> has been reviewed.			
19. Agency literature (guidelines, requirements, reports) has been reviewed.			
20. Funding agency budget and progress report deadlines have been checked.			
21. Grants Office has been contacted to assist in the initiation of project and budget activities.			
22. Equipment, supplies and materials are being purchased and/or encumbered.			
23. Consultant services, if appropriate, are being arranged and finalized.			
24. Comments: (Please explain any "NO" or "N/A" item checked with the exception of #2. You may attach additional pages.)			

Note: Please forward a copy of this checklist to the Business Office Grants Accountant & the Grants Office.

**Grants Office
CHECKLIST #2
Months Two through Six (46-180 Days)**

Please complete the following checklist for each grant or contract you direct.

	YES	NO	N/A
1. Budget has been reviewed to determine projected expenditures and verified for current accuracy.			
2. Grant has been reviewed; all necessary amendments have been requested/made.			
3. If amendments were made, GC2 form has been processed.			
4. Inventory of all equipment is up to date.			
5. Consultant services or travel plans have been arranged.			
6. Reporting deadlines have been reviewed. (All fiscal reports must be verified by the Grants Accountant and reviewed by the Grants Office prior to being forwarded to funding agency.)			
7. All budget spending has been reviewed.			
8. The Grants Accountant has verified grant/contract status.			
9. College printout or records agree with Project Director/Coordinator/Principal Investigator's file/budget.			
10. Equipment, supplies, materials, travel and consultant/contracted services are being processed as planned.			
11. Purchasing has processed all bid or special items.			
12. Plans for resubmission of the grant proposal are being made and discussed with appropriate people/officials.			
13. Grants Office has been contacted for necessary assistance.			
14. Any item checked "NO" on Checklist #1 has now been accomplished or corrected.			
15. Comments: (Please explain any "NO" or "N/A" item checked. You may attach additional pages.)			
NOTE: Please forward a copy of this checklist to the Business Office Grants Accountant and the Grants Office.			

Grants Office

CHECKLIST #3

Months Seven through Ten (181-300 Days)

Please complete the following checklist for each grant or contract you direct.

	YES	NO	N/A
1. All monies for salaries and fringe benefits are being drawn down consistently and verified for accuracy.			
2. All travel and consultant monies have been expended or encumbered to "zero".			
3. All monies for supplies, materials, equipment and "other" have been expended or encumbered.			
4. Project budget is accurate and activities are being accomplished according to grant contract document.			
5. Grant Accountant has verified accuracy of project budget status.			
6. All appropriate College offices have been contacted to verify accuracy of project status and to assist in concluding project activities.			
7. Preliminary planning for fiscal project report has been started or is being completed.			
8. Project master file is current.			
9. Grants Office has been contacted concerning any necessary contact with the funding agency relating to prior approval of budget or activities items.			
10. Any items checked "NO" in Checklists #1 and #2 have been accomplished or corrected.			
11. Comments: (Please explain any "NO" item checked. You may attach additional pages.)			
<p>NOTE: If any of the items in the Checklist will not or cannot be accomplished, please contact the Grants Office immediately for assistance. Please forward a copy of this Checklist to the Business Office Grants Accountant and the Grants Office.</p>			

Grants Office
FINAL REVIEW CHECKLIST
 30 Days-Post Project (365-395 Days)

Please complete the following checklist for each grant or contract you direct.

	YES	NO	N/A
1. Budget status has been reviewed.			
2. All budget categories are spent or encumbered to "zero."			
3. Grants Accountant has been consulted to verify accuracy of project financial status.			
4. Final reports required by funding agency are being prepared.			
5. All objectives have been performed as contracted in the grant.			
6. Office of RCD has been contacted in order to assist in concluding grant.			
7. Comments: (Enter any explanation or summary comments helpful in explaining any of the foregoing. You may attach additional pages.)			
NOTE: Please forward a copy of this Checklist to the Grants Accountant and the Grants Office.			