GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Grant Management Procedure for Project Grants

Administrative Procedure Number: 510.03
Date adopted: 12/08/20

Grant Management is the responsibility of the Grant Project Manager or another designee of the grant's Executive Sponsor. The Grant is accepted on behalf of the College by the Director of Grants Development. Once this occurs the following procedure is followed to ensure an efficient transition:

1. When the Business Office (BO) receives a grant award notification for a project grant[1]. The staff member designated as the "Grant Accountant" will assign a Budget number to the grant.
2. The Grant Accountant then emails the Director of Grant Development (DGD), Grant Project Manager (GPM), and sponsoring executive to inform them of the newly assigned budget number and transition of responsibility.
   a. At this point, the responsibly for the grant moves from the DGD to the Grant Project Manager.
   b. The Grant Project Manager is responsible for completing the tasks outlined in the grant. The GPM will reach out to stakeholders and inform them of the award. The GPM is also responsible for tracking project tasks, approving expenditures, managing the budget, and reporting requirements.
   c. Grants are managed by the grant year as defined in the award, which may not coincide with the College fiscal year.
   d. The grant-related expenditures are charged against the grant account number through the College's financial management system.
   e. The Grant Accountant is responsible for accounting for approved disbursements, invoicing the grantor, and drawing down funds from the project account and reconciling the grant account
   f. At the end of every month or every quarter (depending on reporting requirements), the BO runs a report of expenses posted to the grant.
      i. Grant Accountant verifies expenses and matches them up with expense payment documentation from accounts payable and/or payroll.
      ii. Grant Accountant will make transfers at this time if expenses are not allowable costs or notices an error.
      iii. Grant Accountant tracks grant budgets with spreadsheets and notifies GPM if a budget revision is required.
      iv. Grant Accountant processes the invoice documents and gets approval from Vice President for Administration (VPAS) or Controller.
      v. Grant Accountant will submit invoices requesting payment, or the VPAS will do a G5 draw.
      vi. All approved invoices along with the expense documentation is filed in the BO files under the appropriate grant.

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[1] The definition of a project grant can be found in Policy 510.