



Post-Award Checklist for Grant Project Leads

Congratulations on your new grant award!

As Project Lead, you are responsible for ensuring that all proposed goals, objectives, and deliverables are carried out within a specific budget and timeframe. This checklist is meant to serve as a general guide to assist you. It is not an all-inclusive list of steps involved with managing a grant project.

Upon Receipt of Your Grant Award

Immediately inform the Sponsored Programs Office (SPO) of your grant award. Forward a copy of the award notification to the SPO and keep a copy for your files.

Carefully re-read the grant proposal that was submitted, review the award notification, and read any other guidance provided by the funder on managing the award. Work with the SPO to negotiate any budgetary or scope of work changes requested by the funder.

Retain a copy of the signed agreement/contract that the SPO will forward to you after coordinating the signature process to fully execute the grant contract. *Please do not sign any legal documents or provide the agreement/contract directly to the President.*

Attend the initial grant management meeting scheduled by the SPO, which will also include Finance, HR (if staff will be hired), your Purchasing Contact, and any other department(s) directly involved with the grant.

Make note of important deadlines and set up a process to track deliverables, including:

- o Interim and final progress/narrative reports
- o Interim and final financial reports
- o Deadlines for requesting Scope of Work or budget modifications
- o Deadline for requesting no-cost extensions

Review the college's Purchasing Guidelines (posted under the Finance tab In Self Service Banner). Request Banner training, if needed.

Review the funder's policy on publicity. The funder may have included specific language or restrictions in the grant contract that must be followed when issuing press announcements or creating project-related materials.

Work with HR to hire any grant-funded personnel. Start by preparing/submitting a New Position Duty Statement(s) to HR along with a request to assign the appropriate title and pay rate.

Review the proposed evaluation plan and implement routine data collection activities. Contact the Institutional Effectiveness Office for assistance, as needed. File IRB paperwork if the evaluation activity involves human subject research.



Throughout the Grant Period

Stay compliant with policies, procedures, and regulations. Pay attention to all email notifications from the funder. Attend all trainings/meetings sponsored by the funder for managing the award.

Track progress towards performance goals and spending of project funds in accordance with the approved grant budget.

Review allowable expenditures in the grant budget before making purchases. Do not create standing purchase orders. Obtain guidance from Purchasing, when needed, to ensure planned expenditures comply with the college's purchasing requirements.

Work with Finance to prepare and submit financial reports. Finance will submit all invoices to the funder and will forward a copy to the SPO to include in the grant master file.

Prepare and submit narrative reports. Most of the time, you will submit your own reports. Make sure to send a copy to the SPO. In some cases, submitting reports will be a shared responsibility. We'll discuss this responsibility at the initial grant management meeting.

Keep a folder of articles, photos, testimonials, and other notable and shareable items. Funders often ask for these items to be included with progress reports.



Grant Closeout Period (*Approx. 2-months prior to the grant end date*)

Complete all proposed project activities and services by the grant end date. Meet program outcomes proposed by the grant end date.

Coordinate with the SPO to be sure you are on track to spend down all funds by the grant end date. Close any open purchase orders. Clear out any open encumbrances.

If you anticipate issues with completing the project on time, determine if a no-cost extension is appropriate and allowed. Contact the SPO for assistance if a no-cost extension is to be requested.

Work with SPO and Finance to schedule, prepare, and complete the final narrative and financial reports in accordance with the grant contract.

Ensure the final project evaluation is completed and disseminated as required, including to the SPO for the grant master file.

Notify Human Resources of the end date for grant-funded positions.



Activities the Project Lead should not do:

Sign any legal documents.

Accept checks/payments directly from the funder. (Deliver immediately to Finance or SPO.)

Overspend the project budget.

Make commitments on behalf of SUNY Broome without prior authorization.