

Contract Manager / Grant Manager

Since you will be handling the day-to-day activities of this contract/grant, you are considered the contract/grant manager. As a contract/grant manager, you are required to adhere to the state and/or federal rules for the execution of this contract/grant.

As the contract / grant manager, I understand that I am responsible for:

- the project, budget, expenditures and progress / performance reports
- ensuring the project progresses appropriately
- adhering to all applicable federal, state, grantor and college laws, policies and regulations pertaining to this grant
- complying with [Seattle College District Procedure #670](#)

Duties of the contract/grant manager

1. The contract grant manager must understand:
 - a. The terms and conditions of contract / grant
 - b. the restrictions that apply to the money provided by the grant
 - c. time and leave reporting requirements per [Seattle College District Procedure #668](#)
 - d. grant deliverables
2. Have a plan for achieving the grant deliverables
3. Coordinate with the functional areas of the college involved in executing on the deliverables
4. Respond to grant audit inquiries related to how grant funds were used
5. Monitor the grant for compliance with applicable state and/or federal laws
6. Submit required reports on time and effort as requested by the granting agency
7. Establish a system for tracking, filing and monitoring budgets
8. Act as the main contact / liaison to the granting agency
9. Monitor any sub-recipients for program and fiscal compliance
10. Report on matching or in-kind expenses per [Seattle College District Procedure #669](#)

And, in the event of changes:

- Recommend redistribution of salaries to the Business Office if actual time and effort reporting varies more than 5% from what is budgeted
- Inform the Business Office if there are formal changes to the contract
- Designate and train a back-up grant manager if you have an extended absence or are assigned to another job

Name of Grant

Granting Agency

Begin Date

End Date

Department

Signature of Grant Manager

Today's date