Checklist
Post-Award Grants Process at Seattle Central College

- ☐ Provide the Business Office with contract paperwork for VPA review and President's signature.

- ☐ Provide fully executed copy of grant contract to the Business Office.

- ☐ Designate a staff person from your department to be the grant manager and contact. This person will communicate with the granting agency and the business office, monitor expenses, prepare invoices, etc.

- ☐ Review Uniform Grant Guidance and Compliance Supplement if the grant is a federal award.

- ☐ Email the Business Office to request access to FMS Query and schedule training if necessary.

- ☐ Email the Business Office to request access to Public Folders in order to download PM1209 report.

- ☐ Email the Business Office to request a new account number. The request should include: a short description of the grant, start and end dates, CFDA number if applicable, indirect rate and total project budget.

- ☐ Provide budget narrative to Business Office and include a detailed breakdown by sub-object.

- ☐ Email the Business Office to request a FAPC (if applicable). Include the Financial Aid department if the FAPC will pay tuition or fees.

- ☐ Review budget details in FMS Query to make sure the Business Office entered them correctly. Alert the Business Office if anything needs to be adjusted – the permanent budget column should equal $0 at the bottom.

- ☐ Create filing system in your department.

- ☐ Alert the Business Office of any budget changes throughout the life of the grant.

- ☐ Make arrangements for instruction, coordination, equipment, etc.

- ☐ Review monthly budget and expenditure reports in detail.

- ☐ Complete and submit Time & Effort reports at least monthly if applicable.

- ☐ Initiate billing request to the campus Business Office.

- ☐ Reconcile the grant budget monthly.