

**NUMBER: 670**

**TITLE: SCD Grants and Contracts**

**APPENDIX C: Grant/Contract Checklist**

**Project Manager/ Department is responsible for:**

- Identifying the project and granting agency or contracting party
- Making sure the Grant or Contract fits with Seattle Colleges' mission and strategic plan.
- Drafting the proposal
- Estimating the cost and preparing a realistic draft budget
- Identifying the indirect cost rate based on Appendix E or drafting Appendix F for the President's approval
- Submitting Appendix G (proposal/contract, and budget) for internal approval
- Receiving input & approval from other affected departments whose assistance will be necessary in executing the scope and objectives of the grant / contract by using Appendix G.
- Receiving the grant award letter or signed contract and forwarding to the Business Office
- Requesting the budget number and FAPC (if applicable) from the Business Office.
- Executing the scope and objectives of the grant / contract
- Monitoring the detailed monthly Budget Reports
- Completing, submitting, and retaining Time & Effort reports and match reports when applicable
- Initiating the billing by notifying the Business Office when a draft invoice is available
- Retaining associated records, equipment, and deliverables not transferred to the Grantor at the conclusion of the grant / contract period.

**Grants Office is responsible for:**

- Discussing potential project and funding with PI and Dean to determine the viability of a grant application.
- Working with the Primary Investigator to complete Appendix G by routing Appendix G to the affected departments for approval and escalating up to the President.
- Working with the Primary Investigator to develop the grant application and budget according to funder guidelines.
- Submitting the grant application to the awarding organization after obtaining an approved Appendix G.
- Organizing grant launch meetings to review grant objectives, budgets, time and effort reporting and other grant requirements.
- Reviewing grant outcomes and progress of awarded grants at least twice a year; assisting PIs with reports, as needed.
- Working with the Primary Investigator to close out the grant.

**Business Office is responsible for:**

- o Reviewing Appendix G (transmittal form, proposal/contract, and budget) for adequacy, accuracy, and allowable / unallowable costs.
- o Verifying if the granting source originates from federal funding
- o Establishing a budget number and FAPC (if applicable)
- o Reconciling the monthly budget reports on summary level prior to billing
- o Invoicing the grantor/contractor at the required interval
- o Ensuring collection of payments are processed timely
- o Closing the budget number when the grant term has expired and all activity has been recorded.

**District Budget Office is responsible for:**

- o Reviewing budget request "Edit Card" & assigning a budget number for District-wide grants
- o Reviewing and activating all FAPC requests
- o Preparing Quarterly reports of new grants and contracts to the Board of Trustees
- o Maintaining security access for SBCTC Grants web site (OBIS)
- o Updating budgeted amounts in FMS for District-wide grants
- o Monitoring billing and collection efforts for timeliness
- o Clearing General Ledger balances and inactivating budget numbers for District-wide grants.