

Sinclair Community College
Grants Office Post Award Responsibility Matrix August 2008

PROJECT DIRECTOR	GRANTS AND CONTRACT ACCOUNTING	GRANTS DEVELOPMENT OFFICE
Implement appropriate start up activities; talk to Grants Office about any subcontracts or signatures required	Set up project accounts and establishes account numbers	Secure signatures on contracts and agreements
Monitor monthly budget reports; contact Grants and Contract Accounting Manager about discrepancies	Answer questions related to monthly budget reports	Manage and get approval of subcontracts
Forecast budget spending plan; discuss budget changes, project extensions, and carry-over funds	Forecast budget spending plan; report carry-over funds	Secure agency approval for: <ul style="list-style-type: none"> • Budget transfers • Change of scope • Project extensions
Track matching funds and in-kind contributions	Verify matching funds and in-kind contributions	Help troubleshoot when there are problems
Certify employee effort related to project	File all effort statements	Coordinate site visits
Discuss program changes and budget questions	Respond to budget questions.	Answer program questions.
Contact Grants and Contract Accounting Manager when invoices are needed	Send out invoices to funding sources and partners; deposits check from funding sources	
File technical reports on time	Prepare all financial reports	
Follow funding agency policies and procedures	Interpret agency policies and procedures	
Spend down budget to \$0 according to budget in proposal	Approve all purchase requisitions	
Complete project on time and on budget	Close out financials for project	
Establish a relationship with the Program Officer		
Follow college regulations regarding Human Resource policy, accounting, records retention, etc.)		
Hire project staff and consultants according to Human Resource policies		
Discuss any print materials with the Publications Office		
Deliver checks received to the Grants Accounting Office		
File annual Institutional Review Board paperwork if activity involves research and human subjects		