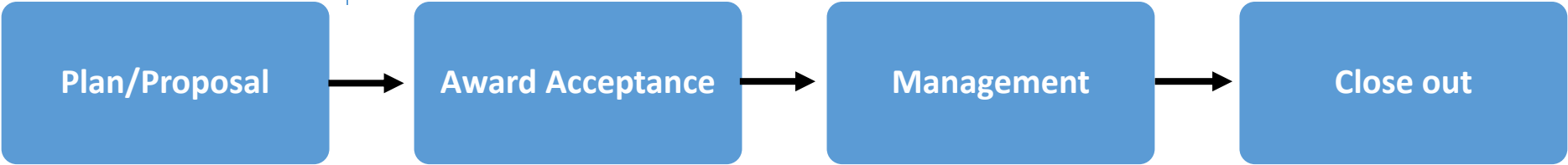


GRANT PROCESS

PRE-AWARD

POST-AWARD



Audrey

- Opportunity Identified
- Planning/Strategy
- Research

Audrey, Meredith, PI

- Proposal Vetting & Development
- Pre-proposal form
- Review RFP for red flags
- Proposal/funder updates
- Interdepartmental Networking

Meredith & PI/PC

- Develop Budget & Justification

Audrey

- Proposal Submission

Meredith & Don

- Grant contract review/approval/signature

Audrey

- Acknowledge grant and determine stewardship plan

Meredith & PI/PC

- Revise/cut budget if required

Meredith

- Grant Award set up in WD

Meredith & GC/PR

- Create subcontract agreement/consulting agreement (if applicable)

Meredith & Jerri

- Payments recorded in WD/RE received.
- Deposits made for mailed checks

Meredith & PI/PC

- Approve invoices/POs

Meredith

- Monthly invoicing, billing, drawdown

Meredith & PI

- External Progress reports/interim reporting
- Effort Reporting (federal ONLY)

Meredith & PI/PC

- Monthly check-in to review budget/ financial activities

Meredith & PI/PC

- External Final Report

Meredith

- Return excess funds to sponsor, if applicable
- Move excess funds to PI/PD cost center, if applicable
- Correct any deficit, if applicable

Meredith

- Close/freeze grant

ROLES

PI = Principal Investigator: has primary authority and responsibility to direct the project/program supported by the grant.

PC = Program Coordinator: administrative professional that works closely with the PI to ensure the implementation and success of the project/program.

GC = General Counsel
PR = Procurement