

## **Grant Activity Flow**

1. The Executive Director of Grant Development and staff, develops and submits grant proposals.
  - They do this with assistance and cooperation from department to be receiving the grant.
  - The CFO assists with and approves the proposed grant budget.
  - The Grant Development office prepares a Grant Development Report each month that contains new proposals in development, proposals submitted, proposals denied, and proposals accepted, which are new grant awards.
2. The Accounting Supervisor monitors the Grant Development Report and begins the process to set up a new grant.
  - A meeting is set up with the accounting supervisor, grant accountant, grant/program manager, department/division head, and Vice-President.
  - The Grant Startup Agenda Checklist is used to facilitate gaining the appropriate knowledge needed to properly set up the grant.
  - The Grant Setup Checklist is used to facilitate the process of setting up the grant.
  - The partially completed Grant Setup Checklist is forwarded to the grant accountant for final completion.
3. The Grant Accountant will complete setup of the grant. All aspects of grant accounting will be the responsibility of the grant accountant with supervisory review by the Accounting Supervisor.
  - He/she will monitor the grant activity on a monthly basis, while providing monthly budget to actual reports to the grant/program managers, the department/division head, and the Vice-President.
  - Reports and billings required by the grant award/document will be completed and submitted by the due dates stipulated.
  - Cash flow will be maximized by performing billings, drawdowns, or funding requests as often as allowed by the grantor.
  - Quarterly status meetings will be scheduled with the CFO, accounting supervisor, grant accountant, grant/program manager, department/division head, and Vice-President. The Quarterly Meeting Checklist will be used to facilitate this meeting.
4. The Grant Accountant will facilitate the grant closeout process.
  - A grant closeout meeting will be scheduled with the CFO, accounting supervisor, grant accountant, grant/program manager, department/division head, and Vice-President. The Grant Closeout Meeting Checklist will be used to facilitate this meeting.