

# STOCKTON UNIVERSITY

## PROCEDURE

I

Institutional Grant Application and Management





- e. If an award is made, the Grants Office must be notified so that the terms and conditions of the award can be reviewed. If acceptable to the project director and the budget unit manager, especially when dedicating matching funds, the appropriate signatures are requested by the Grants Office. An award must be accepted by an Authorizing Official of the University before the grant funds can become accessible.
- f. Once the award documents are fully executed, the Grants Office initiates the setup of the budget and monitoring systems for whatever compliance issues are involved. The project director fulfills the obligations of the award requirements, under the guidance of the budget unit manager, the Grants Office and Administration and Finance.

D. Project Award and Reports

Administration support, including required financial reports, will be provided by the Office of Administration and Finance, to ensure that project funds are expended effectively and reported spent for their designated purpose. All project funds, irrespective of source, are subject to the same explicit fiscal and administrative policies and procedures.

E. Interim Reports and final Project Evaluations:

Interim reports and final evaluations concerning the grant project are the responsibility of project directors and their unit supervisor and should be filed with the Grants Office. These will be used to ensure that institutional obligations are being met and assist in determining whether continc.8