

## 7.9.3 Grant Reporting Standard Operating Procedure

SOP Title: Grant Reporting Author/Title: Kari Christiansen

Date: May 2013

Purpose and Scope: State the intent, objectives and extent of coverage of the SOP.

To establish roles and responsibilities for the reporting of grants.

Procedural Steps & Responsibilities: Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

Grant Programs Staff Responsibilities

- Responsibility of program reporting (narratives, RAD, etc.) and secondary review by Program Director.
- Timely completion and submission to business office 2 weeks prior to due dates.

Business Office Staff Responsibilities:

- Responsibility of financial reporting preparation and secondary review by business office staff.
- Timely completion and submission of combined report to grant signatory (or designee) 1 week prior to due dates.

Grant Signatory (vice-president/executive level) Responsibilities:

- Enforce timely completion of grant reporting.
- Submission and certification of the reports to grantor.

**Associated Documents:** 

**Revision History:** 

Date of policy creation: May 2013

Author: Kari Christiansen

Date of Implementation: July 1, 2013

Larry G. Lundblod
Date: 07/01/2013

**Signature of College President**