

7.9.3 Grant Reporting Standard Operating Procedure

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 and Responsibilities: document specific, procedural, step-by-step instructions. List titles and departments responsible for particular 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 the business office 2 weeks before due dates.

Business Office Staff Responsibilities:

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

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

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

Date of Implementation/Presidential Approval: 7/1/2013

Date of last review: 7/31/2025