

CITRUS COLLEGE

STANDARD OPERATING PROCEDURE – ROLES AND RESPONSIBILITIES FOR GRANT FUNDING

Pre-Award: The following table indicates the individual(s)/department(s) responsible for grant award administration during the pre-award phase. This includes proposal review and submission, and other applicable tasks related to applying for federal, state or local grant funding sources. The primary point of contact for any questions related to pre-award activities is the Director of Grants.

Pre-Award Tasks	Point of Contact
Proposal Budget Preparation	Director of Grants - Principal Investigator
Proposal Budget Review & Approval	Vice President, Academic Affairs
Proposal Submission *	Vice President, Academic Affairs

* Proposal Submission is subject to Cabinet approval in accordance with the **Citrus College Concept Paper Procedures**.

Post-Award: The following table indicates the individual(s)/department(s) responsible for grant award administration during the post-award phase. This includes compliance responsibilities such as requesting approvals, ensuring charges are allowable, and project close-out. The primary point of contact for any questions related to post-award activities is the Director of Grants.

Post-Award Tasks	Point of Contact
Grant/Contract Acceptance	Vice President, Finance and Administrative Services
Change of Principal Investigator	Vice President, Academic Affairs
Requesting a Budget Revision (1)	Director of Grants - Principal Investigator
Correction of Unallowable costs	Accounting Technician - Grant Accountant
Cost Transfers	Accounting Technician - Grant Accountant
Closing out of Award	Director of Grants - Principal Investigator

Grant Accounting Tasks: The following table indicates the individual(s)/department(s) responsible for the grant accounting tasks. This includes all financial responsibilities such as account setup, budget setup, monitoring and approval of expenses, invoicing and financial reporting. The primary point of contact for any questions related to grant accounting tasks is the Office of Fiscal Services, under the direction of the Director of Fiscal Services. Questions may be submitted via email to the Fiscal Services office at FiscalServices@citruscollege.edu.

Grant Accounting Tasks	Point of Contact
Award and Grant Account Set-up	Associate Director of Fiscal Services
Award Budget Set-up	Accounting Technician - Grant Accountant
Budget Revisions (1)	Director of Grants - Principal Investigator
Cost Transfers	Accounting Technician - Grant Accountant

Requisition Approvals	Director of Fiscal Services/Associate Director of Fiscal Services
Grant Budget Monitoring	Accounting Technician - Grant Accountant
Expenditure Review/Reconciliation	Accounting Technician - Grant Accountant
Monthly Reconciliation Approval	Director of Grants - Principal Investigator
Grant Financial Questions	Accounting Technician - Grant Accountant
Preparation of Invoices	Accounting Technician - Grant Accountant
Preparation of Financial Reports	Accounting Technician - Grant Accountant

(1) Budget Revision Procedures: Should a budget require revision during the post-award phase, it is the responsibility of the Director of Grants - Principal Investigator, in collaboration with the Associate Director of Fiscal Services, to ensure that the budget revision meets the requirements of the grantor/sponsoring agency and receives appropriate approvals. Upon approval from the grantor/sponsoring agency, the Director of Grants - Principal Investigator, subject to approval by the Fiscal Services Office, will initiate the budget revision, indicating the budget line items where funds are being reduced and where funds are being increased, along with a narrative description to support the revision.

Citrus College Board Policy (BP 6300) and Administrative Policy (AP 6300) require that:

- *Adequate internal controls exist.*
- *Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.*

Revised: May 31, 2022