



Grants Pre-Award Process

Date of Request	_____	School or Department	_____
Project Lead	_____	Granting Agency	_____
Application Preparer	_____	Grant Due Date	_____
		Duration of Grant	_____

Order of the information (begin with project sponsor/lead, then grant)

Approval (initials) Date

Notes

Alignment

_____	_____	<input type="checkbox"/> Alignment to Strategic Plan	_____
_____	_____	<input type="checkbox"/> Alignment to School Improvement Plan	_____

Assessments & Research

_____	_____	<input type="checkbox"/> Assessment & Research (Director of Assessment & Research – Catherine Matthews)	_____
_____	_____	<input type="checkbox"/> Data Sharing/Contract Review (Procurement Supervisor – Sarah Yeckley)	_____

Legal

_____	_____	<input type="checkbox"/> Contract Review (Legal Counsel, Sarah Mack)	_____
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Departments

_____	_____	<input type="checkbox"/> Program Alignment (appropriate department leader approval)	_____
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Budget

_____	_____	<input type="checkbox"/> Total Cost of Grant - Review District/Dept Indirect Costs (work space, IT start-up)	_____
_____	_____	<input type="checkbox"/> Matching Funds	_____
_____	_____	<input type="checkbox"/> Duration: <input type="checkbox"/> greater than 1 year <input type="checkbox"/> less than 1 year	_____

HR/Staffing

_____	_____	<input type="checkbox"/> Additional Staff Resources Required	_____
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Chief Information Officer

☐ Access to Student Data Collection Analysis
(And confirm who collects)

LITS/Facilities & Operations

☐ Software/Hardware Needs

☐ Digital Tools

☐ Equipment and Facilities
Requirements

Approval

☐ Superintendent or Deputy Superintendent
(Indemnification)

☐ Area Superintendent School Board Approval
if \$5,000 or greater)

☐ Principal or Department Approval

Award Date _____

Post Approval Summary Sheet of Key Information

- Report Requirements (Fiscal, Annual) _____
- Award Amounts _____
- Budget Source (Federal, Local, etc) _____
- Grant Application/materials (contract supervisor) _____

Post Award Considerations

- ☐ Establish and communicate timelines to supervisor.
- ☐ Determine reporting deadlines and communicate those to stakeholders.
- ☐ Identify those responsible and departments involved in data collection.
- ☐ Where will information be stored?

Contracts - Keep original and send copy to Sarah Mack - Public Records Officer

Grant Proposals (both accepted and denied – keep copy in department, and send a copy of approved to Sarah Yeckley – Procurement Supervisor

Research Documents (stored in research office) – keep copy and send copy to Research & Assessment office – Catherine Matthews