

Grant Pre-Award Process

Date of Request _____ School or Department _____

Project Lead _____ Granting Agency _____

Application Prepared by _____

Grant Due Date _____

Duration of Grant _____

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

Approval (initials) & Date

Notes

Alignment

Alignment to Strategic Plan _____

Alignment to School Improvement Plan _____

Assessments & Research

Assessment & Research _____

(Director of Assessment & Research)

Data Sharing/Contract Review _____

(Procurement Supervisor)

Legal

Contract Review _____

(Legal Counsel)

Departments

Program Alignment _____

(Appropriate department leader approval)

Budget

Total Cost of Grant – Review District/Dept Indirect Cost (workspace, IT start-up)

Matching Funds _____

Duration: greater than 1 year less than 1 year

HR/Staffing

Additional Staff Resources Required _____

Chief Information Officer

Access to Student Data Collection Analysis (Confirm who collects)

LITS/Facilities & Operation

Software/Hardware Needs

Digital Tool

Equipment & 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 Public Records Officer

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

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