

### **Grants, Fund Proposals, and Applications**

Employees will follow the steps listed below to develop proposals for projects to be funded by outside sources, to receive approval for project proposals, and to administer projects funded by outside sources:

1. The employee will review preliminary plans for a proposal with his/her immediate supervisor, the grants manager, and the administrator whose responsibilities may be affected by the receipt of the grant.
2. The employee will develop the proposal with any necessary assistance from the grants manager and submit the proposal along with supporting data and documents to his/her immediate supervisor for review and approval.
3. After review and verification of the proposal, the supervisor will submit the proposal, including a proposed method of funding, to the superintendent's office for consideration and approval.
4. After approval by the superintendent's office, the application will be submitted to the grantor for agreement and subsequent contract. A project manager will be appointed by the superintendent's office.

### **Administration of Funded Projects**

1. The project manager will provide information on funded projects to the grants manager and will develop a request for inclusion of project funds in the annual operating budget. Throughout the project, the project manager will be responsible for ensuring the project's solvency and seeing that the project is carried out in accordance with the terms of the contract.
2. The project manager will submit all data necessary for the establishment of an account for project funds to the grants manager for submission to the accounting department.

The project manager will ensure that positions funded by the grant are staffed by the personnel department; prepare reports required by the grant; ensure that all project charges are encumbered prior to the expiration date of the project; and provide general administrative oversight to the project.