

## Grant Management Procedures

Grant management is defined as the activities that take place during the time when a grant has been accepted and the institution becomes the grantee of an award. Grant management includes but is not limited to protecting against mismanagement of a program whether fiscal or programmatic:

Activity Procedures include:

- Following the terms and conditions associated with the grant;
- Providing signature approval requirements by the Grantor
- Maintaining appropriate administrative oversight for the project that includes
  - Original proposal and amendments (includes Subawards)
  - Operational budgets and revisions
  - Official correspondence
  - Contracts as appropriate
  - Appropriate rules/regulations from funding source regarding the project.
  - Appropriate financial oversight from Business Office
- Fulfilling programmatic and financial reporting requirements throughout the grant period in a timely manner.
- Making requests for changes to an award in a timely manner before project end, if necessary;
- Accounting for grant revenue and expenditures through systems for internal controls, ongoing monitoring and risk assessment as well as policies and procedures for payroll/benefits, travel, purchasing, audit, record retention and storage
- Closing out projects as stipulated by the grantor;
- And conducting grants management activities in an ethical manner.

Grant Activity Records are to be maintained at: The Office for Institutional Effectiveness, Business Office and the originating department of the principal investigator as appropriate.

Suspected actual, potential or suspected fraud, or gross mismanagement or misuse of program funds should be reported to the Office of Institutional Effectiveness and/or submitted to the NDUS Fraud Hotline. To make confidential and anonymous fraud reports, call 1-866-912-5378 or file a report online.

Related Policy: M18308.4b Grant Management

**Adopted: June, 2016**

**Sponsor: Office of Institutional Effectiveness**