COMMUNITY COLLEGE OF DENVER

Title: Grant Report Submission

Guideline #:   RD-3

Approved: August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1.   PURPOSE

    To establish guidelines and steps to follow for submission of grant funded project reports for the Community College of Denver (College).

2.   APPLICABILITY

    These guidelines apply to all College faculty and staff.

3.   DEFINITIONS

    Cash Match – Cash contributed by the College in a relative proportion to that provided by the grant and/or contract to be used to accomplish the goals of the grant and/or contract.

    Indirect Cost – Costs that are not directly traceable to the production of a good or service. Rent, utilities, office supplies, administrative expenses are examples of indirect costs.

    Indirect Cost Recovery – Revenue to the College to offset the indirect costs associated with the grant and/or contract.

In-Kind Match – A non-cash contribution of time, equipment, space or other items committed to the goals of the project. The match should be documented and verifiable from records.

Project or Grant Manager – College staff member providing direct oversight of the grant funded project who is responsible for ensuring compliance with all programmatic requirements of the grant, and has responsibility for providing the report to the funder.

Grant Accountant – Fiscal Services staff accountant assigned to work with the Project Manager on the grant. Grant accountants are responsible for fiscal compliance and financial reporting.

4.   GUIDELINES

Steps for Grant Report Submission

1.   Grant reporting deadlines should be communicated to the Grant Accountant when the grant award is finalized. Compatible deadlines should be worked out between the Project Manager and their staff and the Grant Accountant giving the Grant Accountant a minimum of one week for fiscal review.

2.   The Grant Accountant will provide financial data for the report as soon as the data is available. Month-end closing usually takes place the second Friday of each month except for June. Any reports with a year end of June 30 will need to allow an extra two weeks to obtain final June financial data.

3.   Grant reports should first be reviewed by the Supervisor of the Project Manager and the VP of the department. Approved

reports should then be forwarded to the Grant Accountant for fiscal review.

4.   The Grant Accountant will work on any edits with the Project Manager prior to submitting the report to the CFO for final review.

5.   The CFO may have edits and will work through the Grant Accountant or other Fiscal Services staff to obtain corrections in conjunction with the Project Manager.

6.   The approved report will be submitted by the CFO to the President for final review and signature. Signed documents will be returned to the Project Manager for submission to the funding agency.

7.   The Project Manager will provide copies of the submitted report to Fiscal Services for their file retention.