

Regional Training: Grants Management and Reporting

Project Director Responsibilities

- Decide what organization should be applicant.
- Obtain administrative approvals to proceed (Program Director and Council)
- Follow sponsor's application guidelines.
- Follow County Extension and/or ISU policies for sponsored programs.
- Understand award document and sponsor's terms and conditions.
- Provide copies of all documents to fiscal manager (County Extension Bookkeeper; Extension Finance).
- Establish systems, spreadsheet, etc. for tracking expenses.
- Follow sponsor's rules and regulations regarding grant funds, purchasing, documenting match, billing and fiscal reporting.
- Ensure expenditure transactions are adequately documented.
 - Is it allowable, reasonable and necessary for the project?
 - Who purchase the item?
 - What was purchased?
 - Where was it purchased?
 - Why was it purchased?
- Monitor overall project budget, comparing expenditures to approved budget. If a budget line item exceeds the allowable deviation (many allow a deviation of 10%), request approval from the sponsor for a revised budget.
- Make progress reports and final report according to sponsor's format and deadlines.
- Close grant account according to sponsor's guidelines.