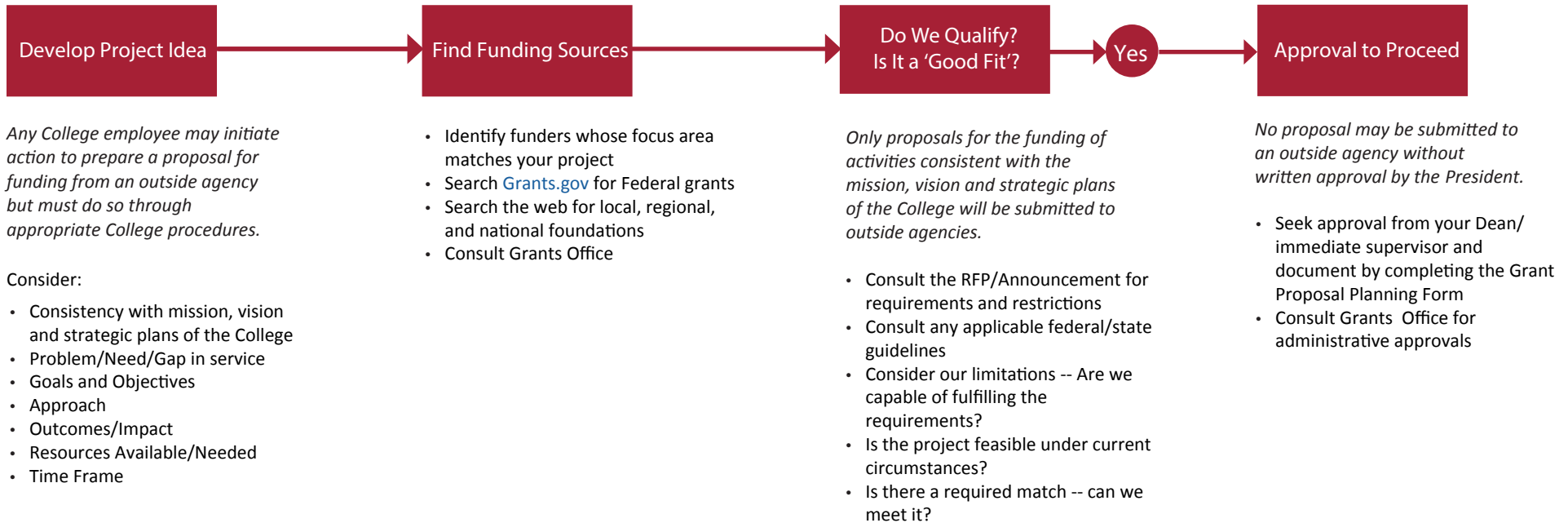


# MCCC Grant Procedures Flowchart

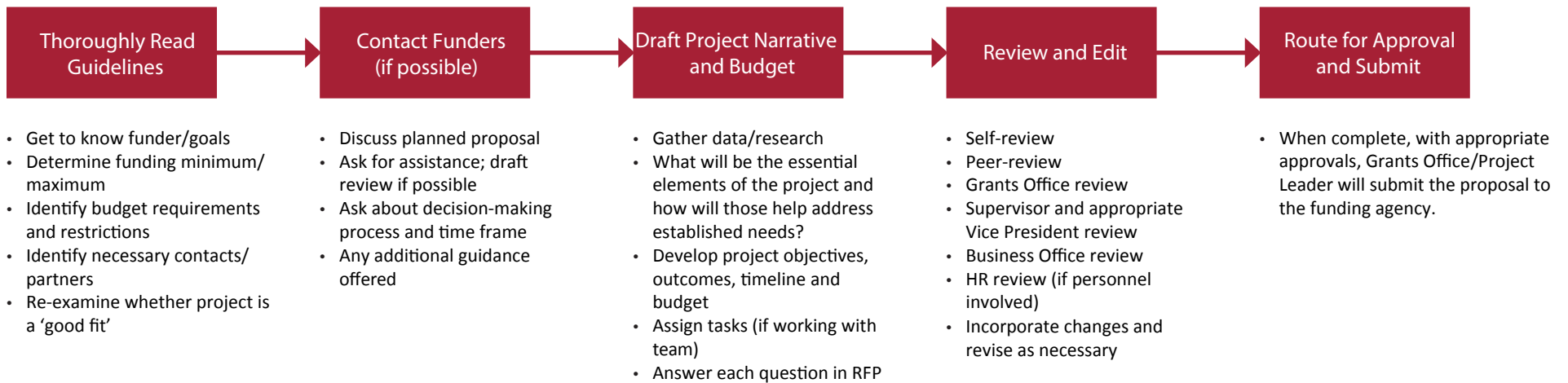
## PRE-AWARD

### 1 IDENTIFY NEED



### 2 DEVELOP PROPOSAL

The Grants Office and the Project Lead will work together through the following steps to coordinate the development of a full proposal.



# MCCC Grant Procedures Flowchart

## POST-AWARD

### 3 RECEIVE AWARD

When a funder decides to support a project, it may be at a different amount than what was requested or they may request changes in the proposal itself. The Grants Office/Project Leader will work with the funding agency, and the Business Office (if needed) to facilitate finalization of the award.

#### Award Notification

- Funding agency will send notification and funding agreement/contract
- Any requested modifications will be negotiated with Project Lead and Business Office
- President will notify Marketing and other relevant stakeholders (government offices, partners, etc.)

#### Contract Approval

- Grants Office/Project Leader will facilitate approval and submit to funding agency

#### Establish Grant Account

- Business Office will establish temporary restricted accounts/funds for project use

### 4 EXECUTE PROJECT

Once the contract is in place, it's time to begin the project. The Project Lead, with the assistance of other applicable offices, is responsible for the proper technical conduct of the project, compliance with the terms and conditions of the agreed-upon terms of the project, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.

#### Start Project

- Project Lead will coordinate a "kick-off" meeting with the project team
- To the extent possible, timeline should stick to funded proposal
- Project Lead will work with other offices to execute grant project as designed

#### Manage Project

- Project Lead will work with Grants Office/Funding Agency to adjust for unanticipated challenges
- Project Lead will work with Grants Office et al., to submit all necessary reports and ensure compliance
- Where applicable, Project Lead will prepare funding extension/renewal in coordination with Grants Office

#### Project Close-out

- Upon project completion, Project Lead will work with Business Office and Grants Office to close grant account and submit necessary final reports to funding agency

#### Records Retention

- All records and contracts pertaining to the grant should be maintained by the Project Lead and appropriate offices in accordance with guidelines and the specific requirements of the funding agency