

## PROJECT IMPLEMENTATION CHECKLIST

<b>Grant Acceptance</b>		
<b>Activity</b>		<b>Person Responsible</b>
<input type="checkbox"/>	On receipt of grant award notice, read all award documents carefully	Project Director
<input type="checkbox"/>	Route grant award notice and funding agreement with Blue Sheet for college and District Office signatures <i>NOTE: Grant agreements can only be signed by Deputy Chancellor or designee</i>	Project Director
<input type="checkbox"/>	Grant agreement reviewed by College President, Fiscal Services, General Counsel (if appropriate) and signed by Deputy Chancellor	Project Director and Fiscal Services
<input type="checkbox"/>	Signed Grant Agreement is returned to funder	Fiscal Services
<input type="checkbox"/>	Grant included as agenda item for ratification at next Board of Trustees Meeting	Grants Office
<input type="checkbox"/>	Project budget entered in PeopleSoft system and activated	Business Services
	<b><i>You are now ready to implement your project!</i></b>	

<b>Program Implementation</b>		
<b>Activity</b>		<b>Person Responsible</b>
<input type="checkbox"/>	Familiarize yourself with proposal and award document, including objectives, work plan, activities, budget, evaluation and reporting schedule	Project Director
<input type="checkbox"/>	Obtain approval from your supervisor and/or VPI (for management and faculty positions) or VPA (for classified positions) to begin hiring process for grant-funded staff <i>Note: Approval to include new staff MUST be obtained during grant application process</i>	Project Director
<input type="checkbox"/>	In partnership with District HR, hire any new project staff	Project Director / HR
<input type="checkbox"/>	Identify major purchases (required supplies, equipment, services) and submit purchase requests as soon as possible to Purchasing <i>Note: Equipment and supplies must be part of the funder-approved budget!</i>	Project Director
<input type="checkbox"/>	If your grant has an evaluation or data sharing component: <ul style="list-style-type: none"> <li>• Contact your college's (or district OIR) Office of Planning, Research and Institutional for internal assistance</li> <li>• To hire an external evaluator, follow the Purchasing Department's procedures for hiring independent contractors</li> </ul>	Project Director, with OIE and/or Purchasing Dept.
<input type="checkbox"/>	Record all project expenditures, adhering to budget	Project Director
<input type="checkbox"/>	Monitor your budget regularly (e.g. monthly, quarterly, etc.)	Project Director, with Business Services
<input type="checkbox"/>	Prepare performance reports on time and in the format required by the funder	Project Director
<input type="checkbox"/>	Work with Fiscal Services to ensure financial reports are completed and returned to funder according to the reporting schedule	Fiscal Services
<input type="checkbox"/>	Contact funder if you need to make changes to the project budget (usually over 10%), key personnel, project scope or timeline. <i>Note: follow Grant Amendment process to have changes approved</i>	Project Director
<input type="checkbox"/>	Complete required timesheets and/or match funding forms	All project staff