



PCC Post Award Responsibility Matrix

February 2003

Project Director	Grant & Contract Accounting
Implements appropriate start up activities such as order business cards, set up telephone, purchase cards, postage accounts, etc.	Establish new fund numbers
Follow college policies and regulations regarding Human Resource, accounting, record retention, etc.	Serves as resource for interpreting policies and procedures
Follow all funding agency policies, procedures, and governmental regulations	Serves as resource for interpreting policies and procedures
Hire project staff according to Human Resource policies	Establishes position numbers for new staff
Prepare budget spending plan	Assist in preparation of budget projections, spending plan, input final budget and modifications into system
Review budget reports; contact Grant and Contract Accounting about discrepancies.	Answer budget related questions and make necessary corrections
Certify employee effort related to project	Assist in application of Cost Allocation plan, verify methodology
File all technical reports on time	Prepare all financial reports and billings, send out invoices to funding sources, deposit all funds
Summarize matching funds and in-kind contributions send copies to Contract & Grant Accounting	Verify matching funds and in-kind contributions are being tracked
Initiate all expenditures	Approve all expenditures
Track all program income	Verify and approve use of program income and report accurately
Monitor subcontractors program responsibilities	Monitor subcontractors fiscal responsibilities
Prepare all final programmatic reports	Prepare all final fiscal reports and billings
Complete project on time and on budget	
Archive all program records according to award and/or College requirements	Archive all fiscal records according to award and/or College requirements