

**PORTLAND COMMUNITY COLLEGE  
POST-AWARD RESPONSIBILITY MATRIX**

<b>Project Director</b>	<b>Grants Office</b>
May receive notice of grant award; if so, forward to Grants Office	Notify Project Director, Accounting, Public Affairs, appropriate Executive Officer, District President, and key partners of grant award
May receive grant award documents; if so, forward to Grants Office	Obtain presidential signature on grant award documents; forward original to Accounting and copy to Project Director and Grants Office file
Attend “New Grant Orientation”	Schedule and conduct “New Grant Orientation” for Project Director with Accounting staff
Communicate regularly with grant agency Program Officer	Provide technical assistance on talking with Program Officer, as available
Ensure grant activities are completed and project objectives are met	Help interpret grant program intent, goals, and objectives
Notify Grants Office of any major changes in personnel/activities/funding	May submit changes to funder (depending on funder)
Notify Grants Office of any problems with meeting grant objectives	Help problem solve areas of concern, as available
Follow all college and funding agency policies and regulations.	Serve as resource for interpreting policies, with Accounting staff, as available
Inform Grants Office and Accounting of funding agency site visits	Assist and attend site visit
Prepare all programmatic reports	Provide feedback on program reports, as available
Send copy of all program reports to Supervisor, Executive Officer and Grants Office	Keep copy of all program reports in official Grants Office file
Prepare renewal requests (if multi-year grant); send renewal requests to supervisor and Executive Officer for review, then to District President for signature	Review renewal requests, as available Help with obtaining presidential signature on renewal requests, as necessary
Send copies of renewal requests to Grants Office	Obtain presidential signature on renewal requests Keep copy of renewal requests in official Grants Office file
Prepare no-cost extension requests	Review no-cost extension requests; may submit requests (depending on funder) Keep copy of extension documents in Grants Office file
Keep Grants Office informed about new grant competitions/changes in grant program	Assess viability of additional grant requests; assist with proposal preparation