

Grant Management Principal Investigator/Project Director Checklist

- Receive the grant notification and route it to PCC leadership and partners
- Develop and execute a contract(s) based on the goals and objectives of the grant- see grant handbook for more details
- Attend a post award grant orientation
- Work with your Contract and Grant Accountant to develop accounting processes
- Participate in post award grant opportunities, such as communities of practice and other trainings as applicable
- Refer to the post award grant officer, and/or other colleagues for support with grant implementation
- Ensure that you are following all federal, state and PCC policies- see grant handbook for more details
- Prepare your program and budget reports and send them to the Grants Office and Contract and Grant Accounting (CGA). If you would like feedback and/or support in preparing these reports from the Grants Office or CGA please submit them 1-2 weeks prior to the deadline
- Submit your program and budget reports as indicated in the grant award notification, grant agreement or the intergovernmental agreement
- Expend the funds allocated in this grant as closely as you can (knowing that extenuating circumstances may arise)
- Develop and submit a no cost extension (NCE), when needed and allowed by your funder
- Participate in a grant closeout meeting conducted by the CGA office, in partnership with the Post Award Grant Officer