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# **Office of Sponsored Programs and Foundation Relations**

# **PROCEDURES FOR MONITORING GRANT PROGRESS**

# *Created April 2021; Last reviewed: August 2021*

*Next review: Fall 2023*

**PURPOSE**

The purpose of these procedures is to set guidelines for the Grant Coordinator when performing check-in meetings with the PI/PD and monitor grant progress.

**BACKGROUND**

The Grant Coordinator (GC) for Sponsored Programs schedules regular meetings with PI/PDs implementing one or more grants. The GC schedules monthly meetings or as requested by the PI/PD (individuals with more experience implementing grant projects may not need monthly meetings). The GC documents the meetings using the PI/PD Grant Progress Checklist.

**TOPICS TO REVIEW WITH PI/PD DURING MEETINGS**

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| --- | --- |
| Status of grant project | * Are you meeting the milestones of the grant project? * Have you been able to complete objectives? |
| Challenges | * Have you encountered any problems/challenges? * What are the possible solutions to solve those challenges? |
| Personnel | * Have there been any changes to personnel implementing the grant project? |
| Budget/Spending | * How is the spending going? * Are there remaining funds in any budget lines that need to be spent or carried over into the next grant year? * If your grant includes student stipends or scholarships, have you reconciled your numbers with Student Financial Services? |
| Upcoming deadlines | Grant Coordinator reviews upcoming reporting deadlines/instructions for submission with PI/PD. Grant Coordinator will provide feedback on report before submission. |
| Subrecipient monitoring (if applicable) | * Is the subrecipient completing deliverables (e.g., achieved project milestones, submitted progress reports)? * Has the subrecipient submitted invoices? |
| Certifications | * Did you complete CITI effort reporting training? * If your students are engaged in federally funded research, did they complete CITI RCR training? * Is your FCOI certification up-to-date? |

**Quarterly check-in meetings**

On a quarterly basis (based on the College’s fiscal year), the Senior Staff Accountant is invited to join the meeting with the GC and the PI/PD to review grant expenditures and balances, as well as discuss personnel activity reports. During the check-in, the Grant Coordinator will remind the PI/PD to ensure that their IRB approval remains valid, if they are conducting human subjects research.

**Grant anniversary meeting**

On the grant anniversary, the GC will meet with the PI/PD to discuss the following:

* Financial conflict of interest requirements
* Responsible Conduct of Research requirements
* Identification of foreign influences
* Equipment inventory

**120 days prior to the end of the award**

The GC and the Senior Staff Accountant will schedule a meeting with the PI/PD 120 days prior to end of the award to discuss close-out procedures. Please see the close-out procedures document for further details.

**Final Report to Assistant Provost**

Following any meeting with the PI/PD, the GC provides a summary of the meeting to the Assistant Provost. They will develop a plan of action if one is required. They will also inform the Senior Staff Accountant if there are any budgetary issues.