

Roles and Responsibilities for Grants

Responsibilities for grants are the specific tasks, duties or functions of a particular role, such as Project Director, Project Coordinator, Principal Investigator, or Financial Manager. There are responsibilities that a faculty or staff members assumes or is assigned to accomplish within the funding period for a grant awarded to the college. Additionally, South Texas College has staff members in other departments of the college who provide support for grants and contracts, including the Department of Grant Development, Management and Compliance, Grants & Contracts Office, Purchasing and Distribution Services Department, and the Office of Human Resources.

The following sections provide a breakdown of some of the more common roles and responsibilities for grants.

Additional reference documents are accessible from the following links: [Grant Forms](#), and [Technical Assistance Chart](#). The Grant Forms takes you to our webpage where forms are found. The Technical Assistance Chart provides a list of topics, who is responsible at the college (PI, FM, Grant Accounting, etc.), and can provide assistance. It also has convenient links to relevant webpages with additional information.

Project Director (PD)

The Project Director is responsible for the management and implementation of a grant funded project. Most grants awarded to the college are for special projects, such as projects that involve curriculum development, training, summer camps, internships or apprenticeships. Other grants that are not as common may be for equipment, construction projects, or to enhance existing programs. The Project Director is the lead role for the grant and may oversee other grant roles, such as Project Coordinator, Outreach and Recruitment Specialist, Case Manager, or other roles. The responsibilities of the Project Director include overall management and compliance with the grant requirements. Depending on what the project and budget entails, this may include the following:

- Initiating requisitions for allowable expenditures
- Maintaining an inventory for items purchased with grant funds
- Posting and hiring as Committee Chair for grant funded positions
- Maintaining time and effort documentation for personnel involved in the grant (in-kind or funded by the grant)
- Initiating requisitions for travel
- Completing programmatic reports

Principal Investigator (PI)

The role of the Principal Investigator is similar to the Project Director, and is typically a role that is needed for research projects. For instance, the National Science Foundation distinguishes between Project Director and Principal Investigator depending on whether the grant involves research. At South Texas College, the role of Project Director and Principal Investigator are used interchangeably. The role of the PI is to manage and implement the grant program and to ensure

all deliverables are met in accordance with the programmatic and fiscal requirements of the grant from the funding agency in accordance with the scope of the grant. Similar to the PD, the PI must be knowledgeable about the grant program and in many cases would be involved in the development of the proposal or application for funding. The same bulleted list of responsibilities of the PD apply to the PI.

The PD and the PI are critical roles to the effective management and successful implementation of a grant. Therefore, these roles necessitate that these individuals become knowledgeable about the contractual Terms and Conditions of grants awarded to the college. Overall, their responsibility is to ensure that the grant is fully executed with all grant deliverables completed to timeline.

The PD and the PI are expected to attend the Annual Grant Management Training provided by the Department of Grant Development, Management and Compliance. This training is designed to help them fulfill the responsibilities of this role and provide resources and information about how the Department of Grant Development, Management and Compliance and other departments of the college are involved in the administration of grants and how they support the PD/PI to effectively manage their grants.

The PD and the PI fiscal responsibilities are including, but not limited to the following:

- Processes budget/amendment approvals
- Requests Banner access
- Reviews expenditure reports
- Monitors the Fund balance of the grant
- Works to expend 100% of the grant funds for its intended purpose
- Collects, reviews and approves faculty and staff effort reports, if necessary.

Serving as a Project Director or Principal investigator of a grant is an important role with responsibilities that involve leadership, ability to effectively manage, and coordination with other departments. Managing grants well is rewarding because of the positive outcomes and impact that a grants make for the college, students, or the communities we serve. Well managed grants are important to the viability of the college in terms of continuously acquiring external funding for the college. Grants and contracts are part of South Texas Colleges long-term strategy for financial growth.

Financial Manager (FM)

The Financial Manager has the primary role of reviewing and ensuring expenditures are allowable, allocable, reasonable and necessary prior to authorizing requisitions. If there are payments for items, students, employees, etc., the Financial Manager reviews requests to ensure they are necessary and written in to the grant. The role of the FM works closely with the Principal Investigator to ensure fiscal responsibility throughout the term of grant. The responsibilities of the FM include:

- Approving expenditures and budgets
- Ensuring grant expenses are reconciled
- Ensuring expenditures are within approved budget
- Approving Fiscal Reports for grants

- Following-up on inventory tracking
- Working with Grant Accounting at the Business Office on requisitions, purchase orders, invoices, etc.

It is also important that the FM attend the Annual Grant Management Training with the PD/PI. This training is designed to help fulfill the responsibilities in this role.

Being a Financial Manager is a critical role in the financial management of a grant, and requires that the role be filled by a staff or faculty member with budget authority in the position description for the position they hold at South Texas College. Typically, a Vice President, Dean, Director or Department Chair will serve as the Financial Manager of the Grant. Serving as a Financial Manager is an opportunity to demonstrate leadership, effective budget management, and ability to coordinate with other departments to ensure compliance with the financial requirements of the grant.

Vice President (VP)

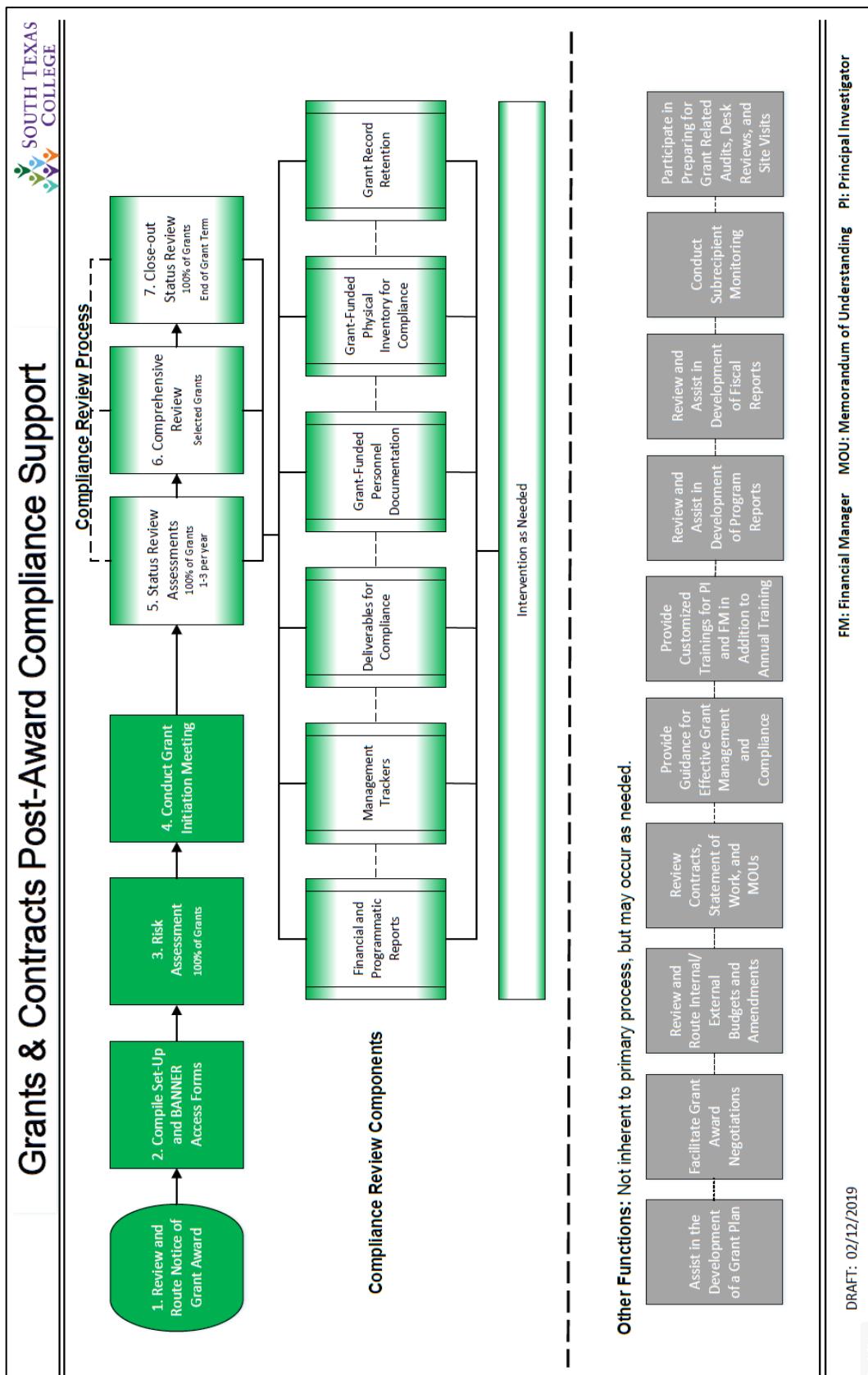
The Vice President oversees the departments within their Division, which includes any PI or FM that has responsibilities for a grant. Some of the related responsibilities of the Vice President are to review and approve of the set-up of the grant budget, approve of personnel to be responsible for the management and implementation of the grant (i.e., the PI and FM), which may be determined with input from the Dean, approve Notices of Employment for personnel to perform work funded by a grant. The Vice President plays a critical role in the overall oversight of effective management of grant-funded programs. Prior to the submission of a grant, the Vice President must approve of the grant as one that is aligned to the Mission and goals (or Strategic Directions) of South Texas College. This is documented on the Request for External Funding for South Texas College GDMC-002 Form. If awarded, then the VP provides oversight of grants designed to contribute toward the college's ability to achieve the Mission and Strategic Directions of South Texas College and that personnel in their Divisions designated to fulfil other roles for grants are engaged in meeting the expectations of their role(s).

Grant Compliance (GC)

The Department of Grant Development, Management and Compliance has staff members who are responsible for providing post-award compliance support for grants and contracts. The role of staff members that provide post-award compliance support involves providing post-award support to the PI's and FMs and monitoring grants and contracts for compliance with requirements from grantors or funding agencies.

The Grants and Contracts Post-Award Compliance Support process map (See Figure 1) shows all of the steps that staff take to provide post-award compliance support. Additionally, the Compliance Review Section for grants and contracts is shown on this map, which includes various components that are utilized to monitor programmatic and fiscal compliance. There are also various other functions that are not inherent to the process at the top of this map, but may occur as needed. In essence, staff provide the PI and FM of grants with support to help them ensure that compliance is maintained for the life of the grant.

Figure 1.



The responsibilities of staff members in the Department of Grant Development, Management and Compliance that provide post-award compliance support includes:

- Coordinating budget set-up process with the department and Grant Accounting to ensure the account is added to BANNER
- Promoting effective grant management, programmatic and fiscal compliance of grants by providing technical support and training for faculty and staff, particularly PIs and FMs
- Conducting Grant Initiation Meeting to go over grant requirements, deadlines, reporting, etc. with the PI, FM and Grant Accounting to confirm that everyone understands what level of commitment is necessary for the grant
- Conducting compliance reviews and monitoring grants to promote compliance with funding agency guidelines and requirements
- Providing assistance with contract negotiations, meeting grant deliverables, timeline, meeting reporting deadlines, and assisting grant managers or PIs with request for amendments or other types of correspondence related to grants
- Developing handbooks, reports, and publications that support effective grant management and compliance with funding agency guidelines and requirements
- Assisting PIs with the development of programmatic and performance reports for grants and/or provide feedback, as needed, prior to submission to funding agency
- Conducting subrecipient risk analysis and subrecipient monitoring for grants awarded to South Texas College that have a subawardee

For more information, go to the [Grant Development, Management and Compliance Webpage](#).

Business Office (BO)

The Business Office is an integral part of the Division of Finance and Administrative Services that performs functions such as accounting services, accounts payable, budgeting, payroll, cashiering, cash management, accounts receivable, and financial reporting. The Business Office provides financial and administrative services by maintaining the general ledger and related accounting records; processing transactions; performing financial duties in response to campus and external needs; adhering to external financial requirements; and providing internal management reports.

The Business Office has a Grants & Contracts Office, also referred to as Grant Accounting. Staff in Grant Accounting serve as a financial and administrative liaison between College faculty/staff and grantors by assisting faculty and staff involved in the management of grants with fiscal matters and ensuring expenditures are allowable with grant guidelines.

For more information, go to [Business Office's Grants Webpage](#).

Purchasing and Distribution Services

South Texas College Purchasing and Distribution Services supports the College's educational mission by its commitment to securing the best value in the acquisition of goods and services; maintaining an efficient system for the delivery of goods and processing of mail for College departments; and maintaining an accurate and up to date inventory of the College assets, including

assets purchased through grants. The Department has Fixed Assets procedures to help equipment managers (Financial Managers) fulfill their responsibilities to manage, account for, and preserve the institution's investment in property, plant and equipment, including assets acquired through grants.

For more information, go to the [Purchasing Webpage](#).

Human Resources (HR)

The Office of Human Resources provides Services for Success in innovative ways to ensure a cooperative relationship with all Divisions of the College and supports academic and student learning by actively recruiting, rewarding, and retaining the best qualified faculty and staff. Services provided by the Office of Human Resources include staffing and recruiting, onboarding, benefits and payroll, employee relations, policy compliance, and systems.

For more information, go to [Human Resources Webpage](#).

Collective Effort

Grants are important to the college and effective grant management and compliance contributes toward the capacity of the institution to continue to secure external funds. The roles and responsibilities of staff involved in grants complement one another and each contribute toward the overall impact that a grant makes. The collective effort among departments of the college and working in coordination with one another can lead to effective management and a positive experience working with grants. The following graphic representation demonstrates the dynamic relationship between various roles (PI, FM, Support Staff, GDMC, G&C, HR and Purchasing) involved with grants.

