

INSTRUCTIONS:
PHASE I - PRELIMINARY EVALUATION AND GRANT CONCEPT APPROVAL

Approval of this form is required before applying for any state, federal and local grants. If you have any questions about the grant application process or this form, please visit <https://business.fhda.edu/grants/> or contact Adriana Aldana at the District Grants Office.

For any other solicitations from foundations, corporations and individuals please contact the FHDA Foundation.

Instructions:

1. Please complete all the fields and required timeline (example dates included on page 2) and submit this form for campus approvals (Dean/Area VP).
2. Once the form is signed by the Dean and Area VP, forward this form to the VP of Finance/Administration Administrative Assistant.
3. After the form is reviewed and approved by the VP of Finance and Senior Management, this application will be placed as an agenda item at the next available Business Managers' Meeting at the District.
4. Upon approval of this concept form, the Project Director/Principal Investigator (PD/PI) will be notified via email by the Grants Office that the concept form has been approved and work can begin on the grant application and budget.

Disclaimer: Please allow 1 to 3 weeks before you are notified of a decision.

MAIN ROLES (DEFINITIONS):

Project Director – Principal Investigator (PD/PI):

Project Director/Principal Investigator is responsible and accountable for overall management and administration of the grant under the fiscal oversight of the Financial Manager, adhering to policies and procedures established by the granting agency as well as the District, and ensuring timely and accurate completion and submission of required grant, budget and expenditure reports to the granting agency. PD/PI also coordinates grant work, monitors budgeted funds and expenditures, budget revisions, cost/non-cost extensions, coordinates with sub-awardees on grant goals, and addresses any audit issues that may arise.

Financial Manager:

The Financial Manager assumes the overall managerial and fiscal responsibility of the grant and the individuals who are working on the grant. This is generally a Department Dean or senior level administrator at the campus pursuing the grant.

Grants Office:

The Grants Office provides fiscal oversight of the grant, working closely with the PD/PI to provide support and guidance; however, final responsibility for compliance lies with the PD/PI. The Grants Office monitors expenditures to ensure expenses are in accordance with guidelines outlined in the grant agreement, verifies adherence to District policies and procedures, prepares ad-hoc financial reports, coordinates budget revisions, expense transfers and other adjustments, creates invoices, reviews and facilitates quarterly and annual grant reports and budget and expenditure report certifications, coordinates with external auditors on issues related to the grant, and communicates with the granting agency, if needed.