

Hartnell College  
Grants Administration  
Grant Reporting Procedure  
For On-line Quarterly and Annual Reports

1. Project Director will review Colleague reports well in advance of the monthly close for the quarter or year and initiate any expenditure transfers necessary for "clean up."
2. Project Director will submit requests for data from IT at least six weeks in advance of the report due date.
3. Grants Accounting Manager or her support staff will provide quarterly or yearly summary budget figures or a worksheet that facilitates determination of these expenses by grant category once the business office closes out the month in Colleague.
4. Project Director will input narrative and/or other required reporting elements and email a copy of the report to the following:

The component administrator (Project Director's supervisor)  
The Vice President of Academic Affairs  
The Executive Director of Development  
Grants Accounting Manager

This email should be distributed at least a week before the report due date, to allow for comments or corrections. No communication from the personnel listed insinuates implied approval.

5. The Grants Accounting Manager, when applicable will certify reports in a timely manner.
6. Project Director will keep a copy of the report and corresponding backup/support for three years after the grant is over.