



Grants Pre-Award Process

Date of Request		School or Department	
Project Lead		Granting Agency	
Application Preparer		Grant Due Date	
		Duration of Grant	

Order of the information (begin with project sponsor/lead, then grant)

Approval (initials) Date

Notes

Alignment

		<input type="checkbox"/> Alignment to Strategic Plan (indicate KPOs)	
		<input type="checkbox"/> Alignment to Annual Operation Plan	
		<input type="checkbox"/> Alignment to School Improvement Plan	

**Assessments
& Research**

		<input type="checkbox"/> Assessment & Research (Director of Assessment & Research – Catherine Matthews)	
		<input type="checkbox"/> Data Sharing/Contract Review (Procurement Supervisor – Sarah Yeckley)	

Legal

		<input type="checkbox"/> Contract Review (Legal Counsel, Sarah Mack)	
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Departments

		<input type="checkbox"/> Program Alignment (appropriate department leader approval)	
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Budget

		<input type="checkbox"/> Total Cost of Grant - Review District/Dept Indirect Costs (work space, IT start-up)	
		<input type="checkbox"/> Matching Funds	
		<input type="checkbox"/> Duration: <input type="checkbox"/> greater than 1 year <input type="checkbox"/> less than 1 year	

HR/Staffing

		<input type="checkbox"/> Additional Staff Resources Required	
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Chief Information Officer

_____ Access to Student Data Collection Analysis _____
(And confirm who collects)

LITS/Facilities & Operations

_____ Software/Hardware Needs _____

_____ Digital Tools _____

_____ Equipment and Facilities _____
Requirements

Approval

_____ Superintendent or Deputy Superintendent _____
(Indemnification)

_____ Area Superintendent School Board Approval _____
if \$5,000 or greater)

_____ Principal or Department Approval _____

Award Date _____

Post Approval Summary Sheet of Key Information

- Report Requirements (Fiscal, Annual) _____
- Award Amounts _____
- Budget Source (Federal, Local, etc) _____
- Grant Application/materials (contract supervisor) _____

Post Award Considerations

- Establish and communicate timelines to supervisor.
- Determine reporting deadlines and communicate those to stakeholders.
- Identify those responsible and departments involved in data collection.
- Where will information be stored?
Contracts - Keep original and send copy to Sarah Mack - Public Records Officer

Grant Proposals (both accepted and denied – keep copy in department, and send a copy of approved to Sarah Yeckley – Procurement Supervisor

Research Documents (stored in research office) – keep copy and send copy to Research & Assesment office – Catherine Matthews
