

2005-2006

**Strategic Goal:** Ensure grants and contracts comply with college, state, and federal policies, procedures, and requirements.

Action Steps	Action Leader	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06
<b>MAP DESIRED GRANTS MANAGEMENT PROCESS FLOW</b> Map desired internal process flow from proposal submission to project close-out for improved monitoring and reporting capabilities.	Rebecca Palmer	X	X	X	X	X	X	X	X	X	X	X	X
<b>IMPROVED DATA COLLECTION AND REPORTING SYSTEM</b> Adapt existing or deploy new grants management software.	Debbie Mrkvicka				X	X	X	X	X	X	X	X	X
<b>TRACKING AND REPORTING</b> Use the outcomes of the process mapping activities to develop improved notification, monitoring, and electronic reporting forms and tools. Establish coordinated annual calendar of actual and anticipated budget review deadlines with Business Services Department and keep updated.	Rebecca Palmer, Debbie Mrkvicka	X	X	X	X	X	X	X	X	X	X	X	X
<b>TRAINING AND TOOLS</b> Develop a user friendly on-line training manual and tools for Project Directors.	Rebecca Palmer			X	X	X	X	X	X	X			
<b>CONTRACT MANAGEMENT AND AUDIT COMPLIANCE</b> With assistance from a paralegal, develop subcontractor agreement templates, negotiate terms, process and manage monitoring information. Based upon internal process mapping activities, institute a more effective A-133 audit certification and compliance process with assistance from paralegal.	Rebecca Palmer	X	X	X	X	X	X	X	X	X	X	X	X
<b>Personnel:</b> Part-time paralegal to help with contract management and meeting new OMB Circular A-133 requirements.													
<b>Success Indicators:</b> (a) Of those projects needing a budget review, 80 percent will have project staff Personnel Action Forms completed and submitted prior to the budget review taking place. (b) Beginning January 2006, an 85 percent rate of timely submission of project reports to sponsored agencies will occur. (c) All contractors that are required to comply with A-133 audit requirements will be sent a certification form and tracked to ensure compliance.													
<b>Key Performance Indicators:</b>	Stakeholder service. Continuous improvement.												