The Grants Management office was established to effectively administer Federal, State, Local and privately awarded grants and to assist each department/program with the administration of awarded grants and ensure grant compliance.

1. The Grants Management (GM) office was established as a conduit to procure grant funding to support the goals of Mohave Community College (MCC).

2. The GM office will assist the respective Principal Investigator (PI) for their respective department/program in identifying potential funding sources that would otherwise not be achievable through regular funding sources.

3. Each endeavor to identify and procure grant funding will entail a collaborative effort between the affected PI and the GM office. This process shall include a vetting process to which all aspects of an identified grant will be scrutinized to ensure that a particular grant is conducive to the affected PI, as well as meets the needs and goals of MCC.

4. Once the vetting process has been completed, and a clear need is established by the identified grant, then the affected PI will begin the process of formulating plans on how the identified grant funding will be utilized. In addition to this process, preliminary budget figures will need to be established in order to support the programmatic parameters.

5. If the identified grant is a multi-year grant, then performance measures shall be established to be accomplished during each year of the grant period.

6. Although each step will be a collaborative effort by the affected PI and the GM office, the affected PI shall bear responsibility for composing rough drafts of the RFP and of the budget. The GM office will review each RFP and make changes as necessary, however, changes will strictly be aesthetic and not to content.

7. Once the RFP has been reviewed and approved, it will then be submitted through the respective agency website.
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1. Once notification is received that grant funding has been awarded, the affected Principal Investigator (PI) shall have full responsibility of the grant. The GM office will provide support and assistance with information and financial data as required.

2. The affected PI shall implement the program as efficiently and effectively as possible in order to produce maximum results.

3. Affected PI's receiving grant funding shall, with the assistance of the GM office, ensure compliance according to the submitted RFP, including adherence to the submitted performance measures/milestones and associated budget/s.
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1. All Principal Investigators (PI) receiving grant funding shall be responsible for maintaining statistical data for required monthly, quarterly and/or annual programmatic reporting.

2. The GM office, or the Budget Director, may provide monthly budget data for each grant program. All PI’s will be responsible for expending the appropriated line item amounts for their respective grants. Should expenditures exceed the itemized budget, then the PI shall identify from which line item shall be used to do an appropriate budget adjustment. PI’s will maintain copies of monthly budget reports for required monthly, quarterly and/or annual financial reporting.