

GRANT MANAGERS BROWN BAG

END OF YEAR UPDATES

MAY 2022



GRANTS & SPONSORED PROGRAMS (GSP)

- 1) *New Staff*
- 2) *Expanded Services*
- 3) *Enhanced Structure*



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NEW STAFF

Kanani Hoopai
Accounting Technician



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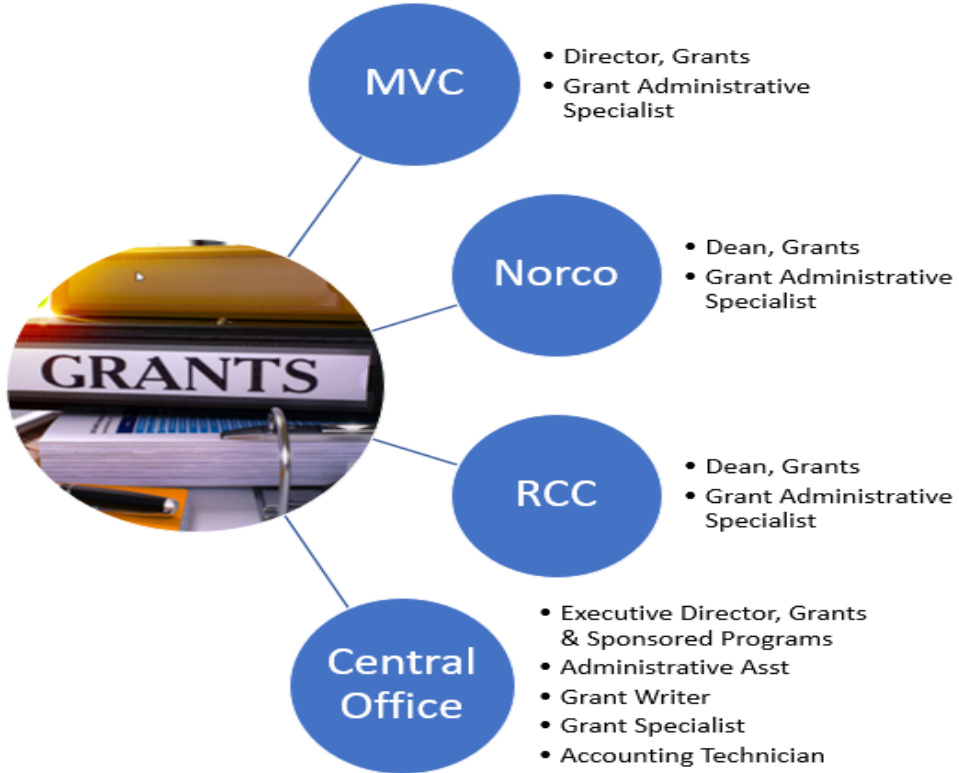
ENHANCED POST-AWARD SERVICES

- Monitoring of District managed grants
- Tracking of grant expenditures across District
- Processing of New Grant Awards and Subawards
- Expanded technical assistance
- Targeted training
 - New Project Director/PI Training
 - New Project Director/PI Galaxy Training



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ENHANCED STRUCTURE



SEND US A NOTE IF.....

- You have a specific question about your grant
- You need to process a subaward with another organization
- You receive a new grant
- You are the point of contact on a subaward agreement
- You are unsure how to access information from one of our systems

CLOSING OUT THE YEAR

How to Close Out

- 1) Travel/Concur
 - a. Delete duplicate trips
 - b. Cancel trips that didn't happen
 - c. Submit reimbursement requests, including non-travel reimbursement claims
 - i. June 10 (for expenses through May 31)
 - ii. July 11 (for June expenses)
- 2) Purchase Requisitions/Orders
 - a. Send an email to Accounts Payable if a PO should be closed



OTHER TASKS

- 1) If you are waiting for goods to be delivered, reach out to vendors and remind them that goods must be received by June 30
- 2) If June 30 will be a problem, inquire about options
- 3) Review, approve, and submit invoices
 - a. Last day to submit invoices to Accounts Payable is 7/14



OTHER TASKS (CONT)

- 1) Review all costs charged to your grant
 - a. Make sure you know what all costs are and that you approve all of those costs
- 2) Compile documentation
- 3) Request Time & Effort Reports
- 4) Process Faculty Special Project Payment Requests



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QUESTIONS???
