



Starting Your Grant-Funded Project: Award Checklist

Upon receiving notification that you are awarded funding, you are authorized to conduct the program or project in accordance with grantor regulations. You must also conduct the program or project in accordance with CCSF policies and procedures. If you are not familiar with either the grantor or CCSF policies and procedures, get help from the Grants Office.

Listed below are the main steps to take to implement your project:

- Announce award notification in the appropriate places.
The Chancellor's Office, your department Dean and Chair, and Grants Office should be notified that your grant has been funded.
- Complete a **Post-Award Budget** form and **Staffing** form and get signatures.
These forms should be completed in accordance to College District expenditure account codes. See the Grant Manual Appendix I, "Getting Started" and Appendix III, "Project Budgets" for account codes.
(Contact [djtonq@ccsf.edu](mailto:djtong@ccsf.edu) for important, hard-copy appendices.)
- Send award notification, board resolution, and signed **Post-award Budget** and **Staffing** forms to Business Services at Gough Street. (Maintain copies of everything.)
- Complete CCSF personnel hiring forms. As soon as the fund number is assigned to your grant, file personnel forms with the appropriate office.
Handle personnel issues:
 If applicable, go through CCSF hiring procedures.
 If applicable, complete any Professional Services Contracts.
 If applicable, complete Sub-Recipient Agreement.
- Check with Business Services for assignment of fund number.
- Request BANNER access from ITS and the Business Office to track grant expenditures. (If you do not have a CCSF e-mail address, you should also request e-mail access.) E-mail is required for BANNER access.
- Complete reports required by grantor. Contact Business Services at least two weeks prior to deadline for grant financial reporting.