

8
 Administer Funded Grant

8.1
 Submit Reports, Requests and Supplemental Information

8.1.1
 Submit Annual Progress Report

8.1.2
 Submit Financial Report

8.1.3
 Submit Change Request

8.1.4
 Submit Interim Report/Supplemental Information

8.2
 Receive Reports, Requests and Supplemental Information

8.2.1
 Log Receipt

8.2.2
 Generate & Send Notification E-Mail

8.2.3
 Scan Documentation

8.2.4
 Log Receipt Date

8.2.5
 File Report/Supplemental Information into IC Official Grants File

8.3
 Route Reports, Requests and Supplemental Information

8.3.1
 Route Mis-sent Report to IC

8.3.2
 Route Mis-sent Type 5 Report to Central

8.3.3
 Route Report/Request within IC

8.4
 Decide Whether to Continue Funding Grant for Next Budget Period

8.4.1
 Conduct Programmatic Review of Project

8.4.2
 Conduct Administrative Review of Project

8.4.3
 Evaluate Statement of Appointments (only training related)

8.4.4
 Request Supplemental Information

8.4.5
 Negotiate Resolution for Problem Grants

8.4.6
 Document Actions and Results of Evaluation

8.5
 Award Non-Competing Applications

8.5.1
 Determine Funding Amount & Budget Period

8.5.2
 Adjust Terms & Conditions

8.5.3
 Release Award

8.5.4
 Reconcile Accounts

8.5.5
 Confirm Action

8.6
 Do Not Fund Award for Next Budget Period

8.6.1
 Issue Extension

8.6.2
 Conduct Orderly closeout

8.6.3
 Suspend Grant

8.6.4
 Terminate Grant

8.7
 Process Change Requests Made During Active Award Period

8.7.1
 Conduct Programmatic Review of Requested Change

8.7.2
 Conduct Administrative Review of Requested Change

8.7.3
 Obtain Approval from other Office/Department

8.7.4
 Approve Request

8.7.5
 Deny Request

8.7.6
 Request Additional Information

8.7.7
 Process & Release Award

8.7.8
 Notify Grantee of Action

8.7.9
 Process Administrative Changes