GRANTS LIFECYCLE

From concept to completion, the diagram below provides information for each stage of the grant's lifecycle.

PRE-AWARD

Seeking & Approval

- 1. Search for funding opportunities
- Identify funding opportunity that align with PGCPS' Strategic Priorities
- 3. Make Recommendation to Apply for Funding and/or
- 4. Fulfill PGCPS Program Staff
 Request to Apply for Funding

Application Preparation

- Identify Proposal Development Team
- Develop Proposal Development Timeline
- 3. Write Application

Submission

- 1. Review Application
- 2. Perform Budget Review
- 3. Obtain Internal Signature

Approvals

1. Submit Application

AWARD

Receive NOGA

- 1. Review NOGA/Award Package
- Submit NOGA to SRPM & GFMO
- 3. Obtain a copy of the signed NOGA/Assurances

Grant Implementation Preparation

- 1. Review Grant Application
- 2. Develop Project Schedule
- 3. Ensure the budget is loaded

MANAGE

Managing Grant

- Meet with Grant Management Team and Program Development Team
- 2. Follow terms & conditions of grant
- 3. Document Deliverables
- 4. Draw-down Funds

Grant Reporting

- 1. Fulfill reporting requirements.
- 2. Submit amendments in timely manner
- 3. Complete Time & Effort reports
- Documentation/Record Keeping

CLOSEOUT

Final Procedures

- Complete final financial reconciliation and draw-down of funds
- 2. Submit final reports
- 3. Equipment accountability
- 4. Submit final evaluation/data reports