

GETTING STARTED CHECKLIST

- Read the Grant Application and Grant Award Agreement
- Identify the source of funding (private/public, federal/state/county/city), the grantee (Santa Monica College or Santa Monica College Foundation) and all relevant policies, procedures, and compliance requirements
- Respond in a timely manner and/or as required to all follow-up requests by the funding source (as outlined in the Grant Award Agreement and/or subsequent communications)
- Inform Grant Administrator and Grants Office of any key changes to grant plan
- Inform Program Office of key changes to grant plan after consultation with Grant Administrator and Grants Office
- Identify and connect with your Grant Accountant
- Submit detailed budget to Grant Accountant
- Establish grant account codes (Grant Accountant will do this)
- Review personnel plan
- Initiate hiring process for all new positions (Division Vice Presidents initiate this process with Senior Staff based on input from grant leadership team)
- Identify faculty and/or other existing staff who will work on project
- Determine payment structure for all existing faculty/staff, if applicable
- Inform internal and external grant partners, as applicable
- Convene meeting of grant partners, if applicable
- Initiate Purchase Order process for collaborative partners – all subcontracts and consultant contracts follow SMC’s Purchasing process and are approved by the Board of Trustees.
- Review grant goals, objectives, and outcomes and the evaluation plan
- Contact Office of Institutional Research if the grant evaluation plan involves the Office of Institutional Research – it is very important to formalize the evaluation plan at the start