# Skyline College Grant Award Check List

Upon receipt of notice of a grant award, that is the result of the grant application / proposal process, Skyline College staff takes the following steps:

1.  The Dean or Vice President, College Researcher, or the District Office will receive a call, letter or email announcing that a successful application / proposal is being funded and the amount.
    a.  There may be some revisions to the budget, project plan, time-line or other document that is required prior to a formal announcement

    The receiver of the good news shares the information with the parties involved in the grant submission, and the team leader will make the news official with an email to relevant parties, Marketing/Public Affairs, including the College Budget Office.

2.  The Grant Project Director will update the Grants Matrix with the date, amount of award, and other news.  S/he will DRAFT a San Mateo County Community College (SMCCC) Board of Trustees Board Report – Agenda Item with input from the Researcher-Primary Contact.  The DRAFT Board Report is sent to the VP of Administration, and to the responsible Vice President, Instruction or Student Services, to edit/approve.
    a.  The approved Board Report is sent to Virginia Brooks at the District Office by the Grants Project Director or the person named in the "Prepared By" field.

3.  A formal Grant Agreement or Contract will need to be executed and returned to the grant funder/granting entity.   Prior to execution by the Chancellor, or his designee, the item must be approved by the Board of Trustees.

4.  Upon Approval by the Board of Trustees the Chancellor or his designee will sign and complete the Grant Agreement or Contract.  The executed/signed document (electronic PDF version) is returned to the responsible Dean/Director for final processing.
    a.  Original to funder/grantor
    b.  Copy 1 – Vice President
    c.  Copy 2 – Dean
    d.  Copy 3 – Business Office
    e.  Copy 4 – Grant Funded Program lead
    f.  Copies 5 and beyond, as needed to team/project members.

5.  Business Office adds funding to Budget and all relevant worksheets.

Skyline Mission:  To empower and transform a global community of learners.