

Primary Roles & Responsibilities	Faculty or Staff or Project Director	Asst. Project Director	Project Director	Dean	Vice President	President	District Grant Analyst	Chancellor	District Board of Trustees
Conceive of project idea	x	x	x	x	x	x			
Seek grant funding opportunities	x	x	x	x					
Approve preparing proposal				x					
Write proposal narrative	x		x	x					
Develop proposal budget	x		x	x					
Approve submitting proposal				x	x	x			
Submits proposal to agency							x		
Prepare resolution to accept grant				x	x	x		x	
Approve accepting a grant								x	x
Load budget into system w/Bus.Office			x						
Prepare hiring documents w/HR			x	x					
Approve hiring process w/HR				x					
Prepare requisitions		x	x	x					
Approve requisitions				x					
Use Procard		x	x	x					
Prepare regular budget reports		x	x	x					
Approve budget reports				x					
Submit budget reports							x		
Prepare grant agency reports		x	x	x					
Submit grant agency reports							x		
Monitor budget compliance			x	x					
Accountable for budget compliance			x	x	x				
Communicate regularly with grant officers			x						