PROJECT DIRECTOR ROLES AND RESPONSIBILITIES

None of our institutions would be where they are today without the many grants that have helped them grow and meet the needs of south-central Idahoans. And the grants would not have been possible without individuals stepping up to the plate to be Project Directors.

Often, however, key members are unsure of what the role entails, which causes them to either not volunteer or to be overwhelmed with the process once they become involved. This fact sheet is designed to help get more people interested in being a Project Director, and to help them understand what their role in the grant process will be, both pre- and post-award.

Pre-Award: During the Grant Writing Process
The more involved you are in the pre-award process, the more prepared you will be once the grant is awarded. This is your chance to help shape the project you will manage.

1. If necessary, help select key personnel to serve on Grant Planning Team.
2. Work with Grant Writer and Grant Planning Team to develop proposal.
   - Determine main activities of grant
   - Identify resources and personnel needed including budgeting for a grant manager if applicable
   - Set goals, objectives, and outcomes
   - Describe evaluation methods
   - Provide baseline data and research to prove need
   - Determine what will be included budget
3. Help secure Letters of Support and Letters of Commitment.
4. Review final grant and provide timely and constructive feedback prior to submission.
5. Sign any necessary pre-submission approval forms.

Post-Award: Once We Receive the Grant
You are the main person responsible for carrying out the grant.

1. First, be certain that you are familiar with the entire proposal… cover to cover (this includes attachments, budget, etc.). This is essentially your contract with the government, and must be followed extremely closely.
2. Thoroughly review the award letter. Again, vital information will be dispatched here.
3. Prepare or adapt any forms you will need throughout the project period (Time and Effort, travel approval, purchase approval, progress report, data collection, etc.).
4. Contact the Program Officer and introduce yourself, your organization, and your project. Stay in close touch with the Program Officer throughout the award period.
5. Prepare for evaluation of grant.
   - Understand the reporting requirements of the grant.
   - Verify accuracy of baseline data, working closely with Institutional Research.
   - Review the project objectives and outcomes, and clarify any potential ambiguity in wording.
   - Ensure data collection systems are in place.

- Prepare methods for formative review and midcourse corrections (process evaluation and improvements during grant period).
- Be wary of privacy issues and follow all applicable laws when collecting data (FERPA, HIPPA, etc.).

6. As necessary, make purchases as described in budget.
   - Advertise for, interview, and hire to fill personnel positions in grant.
   - Bid, compare, and purchase any major equipment.
   - Review monthly expenditure reports from Grant Accountant to determine accuracy and completeness.
7. Carry out grant activities as described in proposal, including evaluation and dissemination.
8. Prepare quarterly and annual reports as required by granting agency.
9. Submit copies of all reports to the appropriate internal offices.

Resources: Have Questions?
Grants.gov has many resources for grant management OR contact any of the following people:
   - **Devon Jenks, Senior Accountant:** djenks@csi.edu, 208-732-6215
   - **Justin Vipperman, HCDC Grant Writer:** jvipperman@csi.edu, 208-732-6258