

**NAVARRO COLLEGE ADMINISTRATIVE PROCEDURES MANUAL**  
BUSINESS AND SUPPORT SERVICES  
GRANT MANAGEMENT PROCEDURES

February 6, 2023

To: All Grant Managers of Navarro College

From: Aspen Douglas, Director of Grants

Re: Grant Records Best Practices

Each Grant Manager should maintain the following records either in electronic or physical format for the purpose of grant management for each grant program they oversee. In the event of a desk audit by a granting agency it is important to know where these records are and to have them easily accessible.

Records Management:

- Copy of the original solicitation and any updates or amendments\*
  - (Request for Proposals, Notice of Funding Announcement, or Solicitation for Grant Award)
- Grant Proposal/Application\*
  - Narrative
  - Budget
  - Any required attachments
- Notice of Grant Award\*
  - Copy of Grant Agreement or Cooperative Agreement
  - Amendments
- Budget Documents\*
  - Original Budget
  - Supplemental Funds received (if applicable)
  - Budget Revisions or Amendments and approval documentation from granting agency
- Reports
  - Quarterly, Semi-annual or annual reports
    - Performance Activity Reports
    - Financial Reports
- Receipts
  - Copies of invoices for major purchases (capital items, equipment, etc.)
  - Copies of invoices for cash match requirement items (when applicable)
- Procurement documentation and selection process
- Time sheets, certifications, or time allocation documents (for grant funded personnel)
- Relevant agency policies

Approved: 2024

Updated:

Reviewed:

CAI.1

12 of 17

**NAVARRO COLLEGE ADMINISTRATIVE PROCEDURES MANUAL**  
**BUSINESS AND SUPPORT SERVICES**  
**GRANT MANAGEMENT PROCEDURES**

- Travel policies
- Purchasing Policies
- P-Card Policies
- Evaluation or Performance Measure content
- Correspondence
  - Letters
  - Emails

All these records should be maintained and easily accessible by the grant manager and their direct supervisor and/or Vice President. If these files will be maintained electronically be sure you are not the only person who has access to them. If these files will be maintained physically, ensure all key grant personnel know where to find the binder or folder where they are kept.

*\*These items should also be forwarded to the Office of Grant Management for their records*