

Sul Ross State University
Business Process Analysis – Finance Module
Grant Reporting

Project Director
reviews grant for
reporting timelines
and adds deadlines
to calendar and
notifies Grants Office

Grants Office
notifies
Institutional
Research to add
deadlines for
automatic email
reminders

Automatic email
sent to Project
Director

Proj. Dir.
coordinates data
collection for
report

Proj. Dir. prepares
report for
submission and
approval in
accordance with
grant guidelines

Report is submitted and
copy sent to Grants
Office and other
appropriate offices

Financial, Personnel,
non-monetary
measurements,
assessment tools/
data, data from
partner/sub-awardee
entities

Some grants don't
need signatures
beyond Proj. Dir.
Some grants require
signatures up to the
President

