

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Grant Reporting

Date: 9/13/05

Time: 2:00

Location: SRSU UC Executive Conference Room

Participants: John Young, Cindy Johnson, Kevin Urbanczyk; Anita Wright, Tanya Romero; Suzanne Harris, Helen Crane

Session Lead: John Young, Visio; Anita Wright Narrative

Narrative/Description: Project Director (PD) reviews grant timelines in view of reporting and adds reporting dates to calendar. PD notifies Grants Office. Grants Office notifies Institutional Research of deadlines to add to master list for automatic email reminders. Institutional Research sends out periodic email reminders of deadlines. PD gathers data for report. PD uses whatever resources necessary to gather data for report: financial, personnel, non-monetary measures, assessment data, data from partner entities/sub-awardees. PD prepares grant report for submission and approval in accordance with grant guidelines. Some grants don't need signatures beyond PD. Some grants require signatures up to the President. Report is submitted and copy is sent to Grants Office, other appropriate offices.

Electronic Inputs: none

Manual/Paper Inputs: none

Key Decision Points (list all): determine reporting deadlines, determine who files reports, determine who approves reports based on grant guidelines

Related Policy(s): none

Interface to Other Systems: none

Web Features: none

Electronic Outputs: electronic reports, email, notifications

Manual/Paper Outputs: reports, data collection, students progress reports, IEP's, time sheets, attendance sheets, publicity

Customer(s): administration, project directors, faculty, staff, grantor

Regulatory Items: grantor regulations (i.e., federal, state, foundation)

Frequency/Volume: 200

Potential Break Points: unable to obtain information in a timely manner, unable to work with grantor, changes in personnel at SRSU and at grantor, changes in submission requirements, system failures, acts of nature or construction, failure to retrieve data from partner entities or sub-awardees.

Automation: email notification for submission deadlines, Access database

Issues: Request to establish drawer in imaging for all grant documentation, electronic notification of impending deadlines