Process Name: Grants Sub-Awardees Reporting/Monitoring  
Date: 9/14/05  
Time: 10:00 a.m.  
Location: SRSU Executive Conference Room  
Participants: John Young, Cindy Johnson, Anita Wright, Patty Roach, Kevin Urbanczyk, Tanya Romero  
Session Lead: John Young, Visio; Tanya Romero, Narrative  

Narrative/Description: SRSU issues contract to sub specifying report frequency and content. Did sub submit report on time? If the answer is no, the Project Director contacts sub to determine problem. Accounting may be told not to submit payment if necessary. If the answer is yes, PI/PD evaluates report to ensure sub is meeting objectives. Is the report submitted by the Sub? If the answer is no SRSU will determine how to proceed and possibly contacts grantor. Is the sub meeting objectives, yes the report is approved and filed with grant documents. Final annual reports are submitted to the grantor.

Electronic Inputs: None  
Manual/Paper Inputs: Reports from subs  
Key Decision Points (list all): Was report submitted on time? Did the sub meet objectives?  
Related Policy(s): None  
Interface to Other Systems: None  
Web Features: None  
Electronic Outputs: None  
Manual/Paper Outputs: None  
Customer(s): PI/PD, subs, grantor  
Regulatory Items: Grantor regulations  
Frequency/Volume: 50 annually  
Potential Break Points: Sub not reporting on time, sub not meeting requirements, Accounting not notified to stop payment.  
Automation: None  
Issues: Hard to quantify results or progress of work. Staff turnover may result in delays of reporting and meeting objectives.