

Sul Ross State University
Business Process Analysis – Finance Module

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.