



Policy Source: Gwinnett Tech	Owner: Director, Budget and Grant Accounting	Effective: 1996
Division: Administrative Services Budget Office	Reviewed: 3/2024; 2/2026 Revised: 2/2026	

### **3.1.18 GT Grant Management Policy**

It is the policy of Gwinnett Technical College to maintain management control of each externally funded grant by appointing a grant manager who reports to a Gwinnett Tech Director. The grant manager is responsible for the compliance with all reporting requirements of the Grantor. This compliance ensures that the grant monies are used according to the Grantor's expectations.

#### **Grant Management – Procedure**

Quarterly, the grant manager shall provide the vice president a summary of the status of the grant as to compliance issues. The vice president may request this report either verbally or written. Monthly, the vice president shall provide the president with a summary of the grant's performance and status of achievement. The president may request the report verbally or written.

The grant manager shall maintain printed documentation of all compliance issues. A statistical report of the outcomes of the project funded by the grant shall be maintained according to acceptable audit standards. The grant manager will maintain a fiscal accounting of the monies spent for the required period of time as stated in the grant and/or the time frame required by the College.