

## **Responsibilities of External Grant Project Directors**

*This list pertains to external grants only, such as those awarded by TBR, THEC, the Department of Education, or other funding sources. Internal grant programs like the Instructional Development grants and Manley grants have separate procedures and are not managed by the Grants Office.*

1. Ensure that grant activities are being implemented per the grant proposal. Contact the Grants Specialist (Shelley Esquivel or Deb Miller) with issues, questions, or proposed changes.
2. Manage and implement budget according to grant guidelines with support from Business Office. Maintain day-to-day grant budget per the funder's budget categories.
3. Participate in any required meetings with the Business Office and/or Grants Specialist.
4. Work with Grants Office to create thank you letters and press releases, as needed.
5. Ensure interim and final reports are accurate and submitted on time by (a) working with the Business Office on financial reporting and (b) sending report drafts to Grants Specialist by specified due date.