NOTE: this draft P&P outline is based on the premise that PE Academy has viable, compelling T&L project(s) eligible to meet the funder and regulatory compliance requirements.

**I. Internal Control Policies and Procedures**

A. Control Activities

1. Academy member training

2. Member compensation procedures and protocol

B. Monitoring

1. Internal Control Audit

C. Risk Assessment: IRB approval

**II. Role of Grant Staff**

A. Job Descriptions (PI/Co-PIs’ for placement in proposal appendix)

B. Responsibilities (within the PE Academy grants group)

**III. Award Notification**

A. Process to accept grant award

1. Grant award description

2. Budget Modifications/Changes

**IV. Establishment of Grant Budget upon Receipt of the Grant Award Notification**

A. Assurance of Non-Commingling of Funds

**V. Administrative Procedure for Grants**

A. Application Procedure including Signature Approval Requirements

B. Routing Procedure

C. Board Approval

D. Budget File Procedures

1. Original proposal and amendments

2. Operational budget and revisions

3. Correspondence

4. Time documentation records for involved Academy member by name

5. Personnel paperwork including contracts and timesheet copies

6. Consultant (i.e., Pacific Crest) contracts, invoices, and reports

7. Report forms and report copies

8. Files related to grant activities, including client records, dissemination, evaluations, minutes of advisory committee meetings and others

9. Rules and regulations for the funding source

**VI. Purchasing Guidelines**

A. Travel Procedures

B. Purchasing Policies

**VII. Contacting Funder Program Officer**

A. Budget Amendment Guidelines

B. Program Amendment Guidelines

**VIII. Grant Evaluation Procedures**

A. Selecting Evaluator

B. Steps to Contract Administration

C. Performance Report Requirements

**IX. Monitoring Procedures**

A. Programmatic Monitoring

B. Fiscal Monitoring

C. Sub-recipient Monitoring

**X. Grant Extension Procedures**

**XI. Grant Closeout Procedures**

A. Personnel

B. Final Report

C. Record Storage

**XII. Audit Procedures**

A. Auditor Selection Process

B. Transparency