

New Grant Set-Up

1. Upon approval of a grant and verification of funding has been attained (e-mail or formal letter), a notification should be sent to the campus Financial Technical Analyst and Budget Office.
2. The FTA will work with you and the budget office in setting up the grant. For example, budget submitted with grant proposal.
3. If the new grant is received during the year, it would need to be submitted to the Board for approval via a Resolution.
4. Be prepared to provide the following:
 - a. Award Letter
 - b. Grant Agreement
 - c. Budget (including Galaxy Set Up)
 - d. Galaxy Approval Tree
5. The budget office will review the documentation and will notify the department in which month the resolution will can be submitted.
6. Upon approval from the Board, the Budget Office will submit the budget to the County for final review.
7. Upon verification from the County, the grant budget will be uploaded into Galaxy.
8. Until the grant is uploaded into Galaxy, spending would not be allowed.
9. The Budget Office will then set-up the approval tree on Galaxy based on your request.
10. Once all the items are completed the Budget Office will notify he appropriate personnel.

2/25/2020- Updated Budget Office