

## Role of Project Director

### I. Programmatic responsibilities:

- Actively pursue project aim, as outlined in the application;
- Deliver approved programmatic activities;
- Achieve all goals and objectives according to the approved work plan;
- Manage project personnel
- Monitor project performance
- Maintain and retain project data and materials as required;
- Complete progress reports and other reports on time;
- Initiate timely requests for prior approval changes when required and applicable (*change in scope of work, re-budgeting, or reduction in committed effort*);
- Request no-cost extension when applicable.

### II. Compliance Responsibilities

- Maintain fiscal management requirements as outlined in the assurances and terms and conditions and that are consistent with program purpose and proviso;
- Ensure accurate documentation is retained and accessible when monitored;
- Ensure accurate and timely effort reporting for project personnel;
- Disclose conflicts of interest when required (*Office of Grants*)
- Ensure the integrity of the project;
- Maintain records consistent with written policy; and
- Submit all required reports on time.

### III. Administrative/Fiscal Responsibilities

- Develop proposals that are in compliance with the grantor's guidelines and federal, state, and district policy;
- Initiate the routing and obtain appropriate approval prior to proposal submission when applicable. See submission procedures;
- Monitor project's financial status;
- Manage project within budget limits;
- Assure expenditures are approved;
- Assure expenses incurred are allowable, reasonable, and allocable to project to which they are charged;
- Seek prior approval for budget changes when required;
- Submit all signed agreements, invoices, and reports to the Office of Finance and Office of Grants as required.
- Ensure cost-share requirements are met;
- Review financial statements;
- Assist with accounts receivable collections as needed.