

Distributing Title III/SAFRA Awards to Activity Directors

Each year in early fall, the Title III Coordinator receives an award letter from the U. S. Department of Education as a result of submitting the Phase 1 Data. The Title III/SAFRA Coordinator must then distribute the funds to various activities at ECSU. This procedure provides a guideline for distributing Title III/SAFRA funds to activities on campus.

Policy

The Title III/SAFRA Coordinator submits Phase 1 Data to the U. S. Department of Education (DOED) in early spring. As a result, the sponsor awards funds for distribution to the ECSU Title III/SAFRA activities previously vetted by the Title III/SAFRA Office, Sponsored Programs Director, Provost and the Chancellor. These funds are distributed according to the university and sponsor approved activity budgets.

Action	Responsible Party
Receive award document from DOED	Title III/SAFRA Coordinator
Review the award document terms and conditions	Title III/SAFRA Coordinator
Make sure that the amount awarded by DOED matches the amount that was previously approved by ECSU Administrative personnel. If the amount has changed, revise the budgets to correspond with the agency approved allocation	Title III/SAFRA Coordinator
Distribute internal award letters to Activity Directors	Title III/SAFRA Coordinator
Coordinate Post Award Implementation meeting prior to October 1. Disseminate during the meeting a copy of the internal award letter and a breakdown of the individual activity budgets that was submitted to DOED with a detailed budget to be entered into the Banner Financial System	Title III/SAFRA Coordinator
Review the detailed budgets and approve the line items for input into Banner	Title III/SAFRA Coordinator and Activity Directors
Provide a copy of award document to the Office of Business and Finance along with a breakdown of the approved activity budgets for input into the Banner Financial System	Title III/SAFRA Coordinator
Submit a list of Title III paid personnel to Human Resources listing account number that the payroll is to be charged along with the change of account forms moving existing payroll from previous project year account to current year	Title III/SAFRA Coordinator

February 2010
August 2013