

Project Director Self-Evaluation

As a project director, ultimate responsibility for the administration of your grant and compliance with all applicable regulations vests in you. This self-evaluation tool has been developed to enhance your readiness for the project director role by helping you to identify any areas that may require action on your part. After completing the survey, develop an action plan to address any areas that received a negative response and share both documents with your supervisor.

#	Question	Response	
		Yes	No
1	I understand that any compliance violation jeopardizes the district's ability to secure future federal funding, including federal student financial aid.		
2	I have read my grant application in its entirety.		
3	I have read and fully understand all of the terms and conditions of the grant that I administer.		
4	I have participated in all mandatory training workshops provided by Grants Office (GO).		
5	I have provided the GO with copies of all program reports, grant award documents, completed grant applications, and any documentation reflecting agency approved revisions.		
6	I have maintained a calendar of significant deadlines for my grant to ensure that all deliverables are completed on time.		
7	I know and adhere to all district policies relating to the implementation of my grant's activities.		
8	I have ensured that the budget and associated expenditures in the district's ledgers (Galaxy) accurately reflect the approved budget awarded by the granting agency.		
9	I have ensured that all expenditures are allowable.		
10	I have obtained written approval for all revisions and maintain them on file.		
11	If my grant requires a match, I have ensured that the match contribution is met and is comprised of allowable expenditures.		
12	I have created and maintained records suitable for audits in my day-to-day operations.		
13	If I employ faculty in my program, I have ensured that his/her collective teaching load remains within the required limits.		
14	I have ensured that staff allocations to the grant are registered with and approved by the necessary individuals.		
15	I have in my possession all of the agreements and handbooks required for the management of staff (e.g. CTA and CSEA agreements, classified staff handbook).		
16	I have consistently met all reporting deadlines established for the grant.		
17	I have allowed sufficient time for fiscal reports to be reviewed by District Administration and Finance prior to submission.		
18	My performance report data is accurate and reliable. I have evidentiary documentation to demonstrate this.		
19	I document my deliverables (e.g. materials created, students served).		

#	Question	Response	
		Yes	No
20	I am proficient in preparing and submitting all required Board materials and fiscal transactions, such as final budget allocation worksheets and budget transfers.		
21	I check to see that sub-awardees are not disbarred.		
22	I ensure that all sub-awardees perform and adhere to all audit requirements.		
23	If I'm not sure if an activity or expenditure is allowable and the regulations do not address it, I contact my program officer before proceeding.		
24	My staff and I complete the required annual personnel statements at required intervals.		
25	I educate my staff and sub-awardees about how their role contributes to the success of the grant and inform them of the regulations that apply to them.		
26	I have an effective evaluation plan in place.		

Project Director's Signature: _____

Didn't receive a perfect score? Don't despair! You're action plan along with the resources available to you through the Grants Office will get you there!