

### **1.1.1 Scope, Applicability, and Use**

This manual documents policies and procedures for the pursuance and administration of all grant awards received by the State of Arizona with the objective of setting a standardized process for grant management and processing. Included in this manual are policies, guidelines, and instructions for performing specific activities associated with all stages of the grants application and management process.

This manual is for use by all State of Arizona personnel involved in the grants lifecycle. The term “grant management analyst” is used in this manual to refer to any State of Arizona personnel that are involved in the direct or indirect management of any grant awards or grant programs. Grant management analyst may delegate certain tasks outlined in this manual, however, the grant management analyst is still the individual ultimately responsible for the task.

Policies and procedures set forth in this manual are generally applicable to most grants received by the State of Arizona. The term “grant” is used when discussing direct awards, pass-throughs, sub-awards, contracts, loans, IGAs, and ISAs, unless otherwise stated. Exceptions to the policies and procedures are identified throughout the manual, where applicable.