

## Section 6.5.2: Internal Approvals

### PURPOSE AND POLICY

Prior to sending an award notification, the grantor agency should follow a set of internal approvals to ensure the application for funding and pre-award package comply with applicable state and federal laws, regulations, and guidance. Management involved in the programmatic and financial review of applications ensures that the application meets the required program and financial standards, policies, and procedures, as well as applicable laws and regulation. The approval process whenever possible should be conducted electronically within the grantor agency. The Office of Grants and Federal Resources (GFR) strongly recommends that grantors use the eCivis Subrecipient Manager (SRM) for managing the grant lifecycle, from the notice of funding availability (NOFA) to grant closeout.

### PROCEDURE

1. **Grant program manager routes the award package to appropriate reviewers**

Once the grant program manager has prepared the award package, he/she routes the package to management for review and approval. At a minimum, this should include the grantor agency finance representative and the director or designee.

2. **Program Director or agency designee conducts final review**

The director or designee of the grantor agency reviews and approves the award document.

3. **Return to grant program manager for resolution of any outstanding issues**

If corrections are necessary, the director will send the documents with comments to the grant program manager for changes electronically. The grant program manager will review and make the necessary revisions, in consultation with other staff as applicable.

4. **Request legal review, if appropriate**

If a legal issue is in question, the grant program manager should request a review from the grantor agency's legal counsel or contact GFR which will refer the issue to its in-house counsel.