

## Chapter 7: Grant Administration

This chapter describes the policies and procedures for grant administration activities proscribed by the Office of Grants and Federal Resources (GFR). General information and processes, such as assignment and responsibilities of the grant program manager, administration requirements, advances and reimbursements, payments, and travel and subsistence charges are described in [Section 7.1](#). [Section 7.2](#) covers the process of making changes in active grants through a grant adjustment request and describes those instances when changes are necessary. Grantee reporting requirements are discussed in [Section 7.3](#). The temporary freezing of grants for fiscal mismanagement or failure to meet award requirements is covered in [Section 7.4](#), and suspension and termination of grants is covered in [Section 7.5](#).

The GFR Grant Management Manual serves as the basic reference source for the administration of grants. The [State of Arizona Accounting Manual](#) (SAAM) serves as the basic reference source and guide for all financial issues regarding the management of grant programs. Individual departments and agencies may have policies and procedures unique to their organizations and programs that exceed these two basic reference sources.

The Office of Grants and Federal Resources (GFR) recommends that agencies use the eCivis Subrecipient Manager (SRM) to administer grants. Detailed eCivis SRM user guides are available on the GFR website under the [Grant and eCivis Resources tab](#).