

Chapter 8: Award Monitoring

This chapter describes the policies and procedures for award monitoring activities prescribed by the Office of Grants and Federal Resources (GFR). General information and processes, such as types of grant monitoring, objectives of grant monitoring, basic requirements and frequency of monitoring are described in [Section 8.1](#). [Section 8.2](#) covers various monitoring activities.

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. Statutory guidance or federal flow-down requirements for certain grants may differ from instructions in this manual and should be considered the highest level of authority for award monitoring.

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](#).