

Assistance for Faculty and Staff Federal/State Grants - Partners for Education Department

Partners for Education (PFE) at Berea College provides leadership and expertise in federal/state grant administration and ensures compliance with relevant financial and reporting requirements to Berea College faculty and staff. Two areas within Partners for Education - **Grant Services** and **PFE Finance** - provide support for Berea College faculty and staff who have received or are applying for federal/state awards. Any Berea college faculty or staff who are interested in applying for federal/state funding, should contact PFE's Grant Services office first to review the process.

Grant Services

Grant Services coordinates all pre-award activities for federal/state awards. Additionally, Grant Services monitors post-award reporting requirements. The primary functions performed by Grant Services to support faculty and staff projects are:

- review and assist in the preparation of proposals
- prepare federal/state budgets
- submit grant proposals and all attachments
- review terms and conditions of awards with funders
- develop and maintain required federal/state grant policies
- ensure annual performance reports are filed on time
- collect time and effort for faculty paid by federal or state funds/salary used as matching funds

PFE Finance

The PFE Finance office coordinates financial post-award activities for federal/state awards. The primary functions performed by PFE Finance to support faculty and staff projects are:

- ensure accurate accounting of income and expenses
- support contract development
- prepare financial reporting required by funders
- assist with submitting and collecting of invoices
- assist with account reconciliation, drawing down funds and closeout
- ensure financial compliance with Single Audit
- track and monitor matching requirements

CONTACTS



Pre-Award/ Post-Award Reporting

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