**APPENDIX F**

**GRANT-FUNDED PROJECT  
Corrective Action Report**

**INSTRUCTIONS:**

* The Corrective Action Report is prepared by the Grants Coordinator and the Grant Project Administrator within 10 working days of the Critical Review and is required as a response to problems identified in the First Review or the Grant Quarterly Review. A review and resulting report shall be prepared monthly until problems are resolved.
* The Corrective Action Report shall be presented to the respective Vice President and the Vice President of Administrative Services.
* Recommended corrective actions must be stated in specific terms, along with completion time frames and person(s) responsible to take corrective action.
* A Corrective Action Report stating that all problems have been resolved shall be jointly prepared and presented by the Grants Coordinator and the Grant Project Administrator to the respective Vice President and the Vice President of Administrative Services.
* If all problems identified by the Critical Review have not been resolved within 90-days, the 3-Month Corrective Action Addendum Report shall be presented to College President by the Grants Coordinator, Grant Project Administrator, respective Vice President, and the Vice President of Administrative Services.

1. **GRANT: CONTRACT: FOUNDATION: MOU:   
   REVIEW DATE:**
2. **GRANTOR:   
   GRANT PROJECT TITLE:   
   CONTACT NAME: CONTACT PHONE:**
3. **GRANT PROJECT ADMINISTRATOR:**
4. **GRANT PERIOD:** Start Date: End Date:
5. **FINANCIAL:**

Amount Awarded:

Charge Center:

1. **RESPONDING TO: FIRST REVIEW: QUARTERLY CRITICAL REVIEW:**

Dated: Dated:

**CORRECTIVE ACTION ADDENDUM REPORT**

(Attach to Corrective Action Report)

**REPORT #:**  (1-3)

**GRANT-FUNDED PROJECT TITLE:**

**GRANT-FUNDED PROJECT CHARGE CENTER:**

**RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):**

**Prepared by:   
GRANTS COORDINATOR Signature Date**

**CORRECTIVE ACTION ADDENDUM REPORT**

(Attach to Corrective Action Report)

**REPORT #:**  (1-3)

**GRANT-FUNDED PROJECT TITLE:**

**GRANT-FUNDED PROJECT CHARGE CENTER:**

**RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):**

**Prepared by:   
GRANT PROJECT ADMINISTRATOR Signature Date**

**CORRECTIVE ACTION ADDENDUM REPORT**

(Attach to Corrective Action Report)

**REPORT #:**  (1-3)

**GRANT-FUNDED PROJECT TITLE:**

**GRANT-FUNDED PROJECT CHARGE CENTER:**

**RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):**

**Reviewed by:   
RESPECTIVE VICE PRESIDENT Signature Date**

**CORRECTIVE ACTION ADDENDUM REPORT**

(Attach to Corrective Action Report)

**REPORT #:**  (1-3)

**GRANT-FUNDED PROJECT TITLE:**

**GRANT-FUNDED PROJECT CHARGE CENTER:**

**RECOMMENDED CORRECTIVE ACTION AND RESPONSIBLE PERSON(S):**

**Reviewed by:   
VICE PRESIDENT ADMINISTRATIVE SERVICES Signature Date**