



*Indian Health Service  
Division of Grants Management  
Program, Grants and Policy  
How Do They All Work Together?  
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# Overview of Roles and Responsibilities

- ▶ Program and Grants staff each have complementary roles in the grants process;
- ▶ Program and Grants function as a team to provide a unified agency position on every aspect of the grants management process;
- ▶ Close coordination between each team member and an understanding of the responsibilities is vital to program objectives;
- ▶ Both roles are critical in assuring proper stewardship of Federal grant funds;
- ▶ Both DGM and the Program Office have clear lines of separation of duties and responsibilities.



# Role of Program Officials – Pre-Award



- ▶ Independent from the grants office;
- ▶ Must exercise their professional judgment with respect to their program areas;
- ▶ Key staff resource to DGM and grant recipients for programmatic information on applications, projects, work plans, goals and objectives of the specific program area;
- ▶ Responsible for the technical knowledge of the program/project;
- ▶ Serves as the counterpart to the grantee institution's Project Director/Principle Investigator (PD/PI) and the DGM.



# Role of the Grants Management Office



- ▶ Independent from the program office;
- ▶ Provides expertise in the business and other non-programmatic aspects of the grants process;
- ▶ Serves as the counterpart to the grantee institution/organization's business office and the IHS Program staff;
- ▶ Has the overall responsibility for monitoring the grants and financial management processes to ensure that all required business actions are performed by the grantee and their respective agency prior to and after award.



# Role of Grants Policy



- Provide administrative policy decisions to program, the grants offices and the grantee organization;
- Develop and maintain grant policy for the agency;
- Represent IHS at HHS/Federal-wide efforts to streamline the grants process;
- Provide grants management training to IHS grant and program staff as well as IHS grant recipients;
- Provide guidance in the area of grants compliance with HHS, OMB and IHS regulations, policies and laws;
- Has oversight over the IHS' Program Announcement Process and other required HHS and OMB Grants related functions for grant awards and compliance.



For additional information regarding IHS' Program, Grants and Policy offices please contact your assigned GMS directly or you may call the DGM main line of (301) 443-5204.

If you find further assistance is needed please contact:

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*The Division of Grants Mgmt would like to take this opportunity to thank you for being a part of this Grants Mgmt sponsored training. DGM is dedicated to Empowering our IHS grant community with the required knowledge and training needed for continued compliance of IHS policies, Indian laws, and HHS legislative and regulatory requirements.*