Division III Conference Grant Program

Sample Grant Administrator Duties

Some conferences use the administrative stipend (Tier Four) to outsource the administration of the grant program, some add it to the conference's general budget, while other conferences include Tier Four funding in the salary of the conference staff member who administers the grant program. Sample grant administrator duties include:

- Working with conference-member institutions to develop proposals for grant funding.
- Finalize paperwork to confirm use of funds by member institutions.
- Preparing the impact form for submission to the NCAA.
- Working with the commissioner to establish accounting procedures in preparation for third party review process.
- Submitting third party review form to the NCAA.