



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3053 REPORT SUBMISSION

There are three types of reports submitted by the College. These include:

I. Grant Reports:

The Grants and Contracts Office keeps records concerning when grant reports are due. This information is usually presented at the time that the grant is awarded. In all cases, the material in the reports is developed by the Grant's Project Director or Coordinator, who is ultimately responsible for the information contained in the report. The report is due to the Grants and Contracts Office, for review, at least five (5) days before the due date. The final report is mailed by the Grants and Contracts Office.

II. Reports and Surveys to External Agencies:

The Planning and Institutional Effectiveness Office is responsible for the submission of all state and federal reports. If the Planning and Institutional Effectiveness Office has the information requested in the report or survey, then this office will complete the report, prepare it for submission, and submit it. If the information needed to complete the report or survey is located in another office, the Planning and Institutional Effectiveness Office will forward the report to the appropriate office for completion, requesting it back five (5) days before the due date. Planning and Institutional Effectiveness staff will review and mail the final report.

The College receives numerous surveys from agencies, professional associations, and publications. The department receiving the survey will be responsible for completing and submitting it.

III. Contract Reports:

The College enters into numerous contracts both to receive and provide services. This section refers only to contracts for College services which contain a provision that the College report information to another agency concerning the contract.

The department that coordinates the contract is the one responsible for completing such a report. The Planning and Institutional Effectiveness Office is responsible for reviewing and submitting the report. In all cases, the office which coordinates the contract is the one accountable for its accuracy.

Effective Date: December 7, 1998