

GRANTS DEVELOPMENT AND MANAGEMENT PROCEDURES

The Grants Development and Data Management Office (Grants Office) provides assistance to faculty and staff in securing external grants which are consistent with the role and mission of the College. All College grant applications, grant awards, and contracts/subcontracts shall be administered in accordance with the procedures identified herein. The Grants Office is responsible for:

- Researching and identifying sources of external grant funding (private and public) and making referrals for departmental consideration
- Providing advice and guidance in the development of proposals
- Coordinating the development of proposed projects and project budgets
- Ensuring appropriate internal and external approval processes are followed
- Writing grants
- Editing proposals written by others
- Ensuring compliance with agency/grantor grant application regulations
- Maintaining appropriate records and files on each grant proposal
- Assisting project managers in grant monitoring and reporting.

A. IDENTIFYING FUNDING SOURCES

The Grants Office assists staff in identifying potential external grant funding opportunities. Information about various grant funding opportunities will be made available to staff. All grant announcements or request for proposals (RFPs) received by staff shall be forwarded to the Grants Office.

B. PROPOSAL DEVELOPMENT AND APPROVAL PROCESS

Individuals or departments wishing to respond to a grant announcement or RFP, or seeking grant funding for a particular project shall submit the form "Request for Grants Development Assistance and Approval" to the Grants Office. Each request submitted shall have the prior approval of the dean and/or the appropriate vice president or executive director.

Approval for pursuing grant funds for a particular project shall be based on the following criteria:

- a. The proposed project is consistent with the role and mission of the College
- b. The College is eligible for funding under the terms of the grant
- c. The proposed project fits within the parameters of the grant guidelines
- d. The project fulfills a specific institutional need as identified in the Strategic Plan
- e. The total dollar amount of the grant outweighs the effort required to apply and manage the grant

- f. An individual has been identified as the proposal initiator
- g. The availability of matching funds, if required
- h. Evidence of appropriate administrative approval
- i. Other resources, if required.

If a grant will obligate the College to provide additional space, facilities, matching funds, or to fund the continuation of a program once the grant expires, it will be necessary to submit these requirements to the appropriate vice president or executive director who will review the proposal with the Business Office to ascertain that such funds/resources are available. Such need should be foreseen and submitted for review as early as possible in the grant seeking process so as to not delay the grant process at the last moment.

All grant applications must be reviewed by the Grants Office and forwarded to the Business Office. The Business Office shall be responsible for reviewing the final grant budget in order to ensure the following:

- a. Salary and benefits are computed at appropriate levels
- b. All anticipated costs are included in the budget
- c. Only allowable costs are budgeted
- d. College matching requirements are met
- e. Budget format is consistent with funding agencies' guidelines
- f. Allowable indirect costs are budgeted

The Grants Office is responsible for ensuring that necessary signatures are obtained, mandatory assurances and certificates are included, and that the required number of copies is submitted. The final proposal will be mailed by the Grants Office and a copy shall be forwarded to the Business Office.

C. AWARD ACCEPTANCE

The proposal initiator shall notify the Grants Office of notifications by a funding agency that a proposal has been recommended or denied for funding. Upon receiving notice of grant funding, the proposal initiator shall provide a copy of the award letter and any other documents sent by the grantor to the Grants Office.

The Grants Office shall:

- a. Compare the notification to the proposal and, with the proposal initiator, resolve any budgetary differences
- b. Inform the President of all grant awards and contracts/subcontracts received as result of a grant.
- c. Seek Board of Governor's approval if the grant award exceeds \$50,000 or requires the College to provide significant matching funds and/or fund the continuation of a program once the grant expires.

- d. Process award documents and secure appropriate signatures.
- e. Provide the Business Office with original approved documents

D. POST-AWARD ACTIVITIES AND RESPONSIBILITIES

After a grant has been awarded to and accepted by the College, the Grants Office, the Business Office, and the Project Director will fulfill the following responsibilities:

The Grants Office is responsible for:

- Identifying a faculty or staff member as the official project manager
- Providing information to the Marketing and Public Relations Office so appropriate announcements are made
- Meeting with new project directors to go over grants processes
- Establishing a grant calendar identifying due dates for grant tasks and the submission of reports
- Assisting the project manager in revising the project budget if necessary
- Establishing appropriate grant files and records to be kept in the Grants Office
- Assisting the project manager in the completion and submission of progress/final reports
- Assisting the project manager in subsequent grant renewal processes
- Regularly updating the administration on the status of grants/contracts

The Business Office is responsible for:

- Maintaining the permanent grant file containing the original award letter, the grant application, claim forms, correspondence with grantor, progress and final reports, and other information regarding the grant
- Providing the Grants Office with copies of the grant file documents
- Assigning an account number to the grant project
- Reviewing all budget modifications prior to submission
- Monitoring/approving grant expenditures
- Providing a regular budget update to project director
- Preparing grant claims according to the grantor requirements

The Project Manager is responsible for:

- The overall management of the grant project. Specifically, a project manager's duties shall include but not be limited to the following: start-up activities, implementation of project, budget oversight, evaluation activities, and the submission of any progress/final reports
- Keeping the Grants Office and the Business Office apprised of progress and needed changes to budget or project plan
- Obtaining approval from the Business Office for budget modifications
- Providing copies of all correspondence, documents, reports, etc. to the Grants Office and the Business Office

For all approved grants and contracts/subcontracts received as a result of a grant, the College will follow current Northeast policies, procedures and practices. This includes personnel selections and administration and all purchasing practices and guidelines.

Original procedure date: 03/13/97 (Item #7956)
Revision date: 06/10/99 (Item #8527)
Revision date: 03/10/05 (Item #9664)