

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-3610.0

FOR POLICY NUMBER: BP – 3610

GRANTS DEVELOPMENT AND MANAGEMENT PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for developing and managing grants.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

3.1.1 The 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 related contracts/subcontracts shall be administered in accordance with the procedures identified herein. The Grants Office is responsible for:

3.1.1.1 Researching and identifying sources of external grant funding (private and public) and making referrals for departmental consideration

3.1.1.2 Providing advice and guidance in the development of proposals

3.1.1.3 Coordinating the development of proposed projects and project budgets

3.1.1.4 Ensuring appropriate internal and external approval processes are followed

3.1.1.5 Writing grant proposals and editing proposals written by others

3.1.1.6 Ensuring compliance with agency/grantor grant application regulations

3.1.1.7 Submitting grant applications on behalf of the College and assisting in the submission of applications on behalf of the Northeast Community College Foundation

3.1.1.8 Maintaining appropriate records and files on each grant proposal

3.1.1.9 Assisting project managers in grant monitoring and reporting

3.1.1.10 Maintaining original copies of all letters of commitment signed by Northeast Community College

3.2 Identifying Funding Sources

3.2.1 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.

3.3 Proposal Development and Approval Process

3.3.1 Individuals or departments wishing to respond to a grant announcement or RFP, or seeking grant funding for a particular project, shall submit the required request form to the Grants Office. Each request submitted shall have the prior approval of the appropriate vice president.

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

3.3.2.1 The proposed project is consistent with the role and mission of the College

3.3.2.2 The College is eligible for funding under the terms of the grant

3.3.2.3 The proposed project fits within the parameters of the grant guidelines

3.3.2.4 The project fulfills a specific institutional priority

3.3.2.5 The value of the grant is balanced with the requirements for applying and managing the grant

3.3.2.6 An individual has been identified as the project lead and will help provide the content of the grant

3.3.2.7 The availability of matching funds, if required

3.3.2.8 Other resources, if required

- 3.3.3 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, the College administration will determine the likelihood of such funds/resources being 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.
- 3.3.4 The Human Resources Office will provide all salary and benefit information needed for grant funded positions.
- 3.3.5 The Accounting Services Department will review all grant budgets and ascertain that adequate funds are included in the budget to cover expenses that may be incurred as a result of the award. If the grant application is for an annual grant, the Staff Accountant will be responsible for the budget review. If the application is for a new grant, the Staff Accountant will conduct an initial review, and the Dean of Administrative Services will conduct a final review of the budget.
- 3.3.6 All grant applications must be reviewed by the Grants Office and forwarded to the Accounting Services Department. The Grants Office is responsible for ensuring that necessary signatures are obtained, mandatory assurances and certificates are included, and that all of the required information is submitted. The final proposal will be mailed or submitted electronically by the Grants Office and a copy shall be forwarded to the Accounting Services Department.
- 3.3.7 All applications on behalf of the Northeast Community College Foundation must be developed in collaboration with and approved by the Associate Vice President for Development and External Affairs or his/her designee.

3.4 Award Acceptance

- 3.4.1 The Grants Office shall be informed by the person receiving the official notification from a funding agency that a proposal has been recommended or denied for funding. Upon receiving notice of grant funding, the project lead shall provide a copy of the award letter and any other documents sent by the grantor to the Grants Office.
- 3.4.2 The Grants Office shall:
- 3.4.2.1 Compare the notification to the proposal and resolve any budgetary differences

3.4.2.2 Inform the President and Executive Vice President of all grant awards received as result of a grant

3.4.2.3 Present all grant agreements or related contracts/subcontracts between Northeast Community College and a funding agency to the Vice President of Administrative Services for review. In accordance with College policy, only the President or his or her designee are authorized to sign grant agreements

3.4.2.4 Process award documents and secure appropriate signatures

3.4.2.5 Provide the Accounting Services Department with original approved documents

3.5 Indirect Costs

3.5.1 Indirect costs, if allowed by the granting agency, may be included in grant budgets. These costs will be determined on a case by case basis. Indirect costs for Federal grants and related contracts must be in compliance with Northeast's negotiated indirect cost rate agreement.

3.5.2 Generally indirect funds will be allocated as follows; however, the College Cabinet will determine the final allocation on a case by case basis.

3.5.2.1 Up to 50% may be available to the department charged with administering the grant for the purpose of providing discretionary funding for activities that benefit the grant funded program but are not supported by the grant. All expenditures from indirect costs must be approved by the department's vice president and the Vice President of Administrative Services. Any unused funds after the closure of the grant will be reallocated to the Grants Office for purposes stated below.

3.5.2.2 30% will be distributed to the Grants Office to support current and future grant initiatives. Examples include hiring consultants, contractual services for grant development, matching funds for future grants, and professional development for grant-related activities. All expenditures from indirect costs must be approved by the Executive Vice President.

3.5.2.3 20% will be held by Administrative Services to support grant-related operating expenses and special needs. All expenditures must be approved by the Vice President of Administrative Services.

3.6 Post-Award Activities and Responsibilities

3.6.1 After a grant has been awarded to and accepted by the College or the Foundation, the Grants Office, the Accounting Services Department, and the Project Director will fulfill the following responsibilities:

3.6.1.1 The Grants Office is responsible for:

3.6.1.1.1 Maintaining collaboration site for grant documentation and collaboration

3.6.1.1.2 Providing information to all departments regarding their role in the grant

3.6.1.1.3 Meeting with new project directors to review grant processes

3.6.1.1.4 Establishing a grant calendar identifying due dates for grant tasks and the submission of reports

3.6.1.1.5 Assisting the project manager in revising the project budget if necessary

3.6.1.1.6 Establishing appropriate grant files and records to be kept in the Grants Office

3.6.1.1.7 Assisting the project manager in the completion and submission of progress/final reports

3.6.1.1.8 Assisting the project manager in subsequent grant renewal processes

3.6.1.2 The Development Office is responsible for:

3.6.1.2.1 Reporting for grants that have been awarded to the Foundation in collaboration with the Grants Office

3.6.1.3 The Accounting Services Department is responsible for:

3.6.1.3.1 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

3.6.1.3.2 Providing the Grants Office with copies of the grant file documents

3.6.1.3.3 Creating a restricted fund within the College's accounting structure to be used for tracking revenues and expenditures for the grant project

3.6.1.3.4 Reviewing all budget modifications prior to submission

3.6.1.3.5 Monitoring/approving grant expenditures

3.6.1.3.6 Providing budget training to the project director

3.6.1.3.7 Preparing grant claims according to the grantor requirements

3.6.1.4 The project lead or his/her designee is responsible for:

3.6.1.4.1 Hiring personnel identified in the grant proposal in accordance with College procedures

3.6.1.4.2 The overall management of the grant project. Specifically, a project lead's duties shall include, but not be limited to, the following: start-up activities, implementation of project, budget oversight, data management and requests for data reports, evaluation of activities, and the submission of any progress/final reports

3.6.1.4.3 Keeping the Grants Office and the Accounting Services Department apprised of progress and needed changes to budget or project plan

3.6.1.4.4 Obtaining approval from the Accounting Services Department for budget modifications

3.6.1.4.5 Providing copies of all correspondence, documents, reports, etc. to the Grants Office and the Accounting Services Department

3.6.2 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.

4. APPLICABILITY

N/A

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REVISION DATE(S): 03/13/1997 (item #7956); 06/10/1999 (item #8527); 03/10/2005 (item #9664); 04/20/2011 (item #10820); 05/01/2014; 12/15/2014

PRIOR POLICY/PROCEDURE NUMBER: 2220.a

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Development and External Affairs

SPONSORING DIVISION/DEPARTMENT: Development and External Affairs

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: grant; sponsored program; external funding