

**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 protocol for developing and managing grants.

**2. DEFINITIONS**

N/A

**3. PROCEDURE**

3.1 General

3.1.1 The Grants and Contracts Office provides assistance to faculty and staff in securing external grants that 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 and Contracts 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 Providing assistance as needed to the College's grants compliance accountant to ensure 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 and principal investigators in grant monitoring and reporting.

### 3.2 Identifying Funding Sources

3.2.1 The Grants and Contracts Office assists staff and faculty in identifying potential external grant funding opportunities. Information about various grant funding opportunities will be made available to staff. Pertinent grant announcements or request for proposals (RFPs) received by staff and faculty shall be forwarded to the Grants and Contracts 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 Project Planning Form found in the Grants and Contracts Office information site. 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 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 Grants Compliance Accountant will be responsible for the budget review. If the application is for a new grant, the Grants Compliance Accountant will conduct an initial review, and the Director of Accounting will conduct a final review of the budget.
- 3.3.6 All grant applications must be reviewed by the Grants and Contracts Office before being submitted for administrative review and forwarded to the Accounting Department. The Grants and Contracts 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 and Contracts Office and the Accounting Department will be notified of such submission.
- 3.3.7 All applications on behalf of the Northeast Community College Foundation must be developed in collaboration with and approved by the Vice President for Development and External Affairs or their designee.

## 3.4 Award Acceptance

- 3.4.1 The Grants and Contracts 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 and Contracts Office.
- 3.4.2 The Grants and Contracts Office shall:
- 3.4.2.1 Work with the Grants Compliance Accountant to compare the notification to the proposal and resolve any budgetary differences.

3.4.2.2 Inform the President and the appropriate vice president of all awards received as result of a grant.

3.4.2.3 Present all grant agreements or related contracts, subcontracts, and subawards between Northeast Community College and a funding agency to the Director of Purchasing for review. In accordance with College policy, only the President or their designee is authorized to sign grant agreements.

3.4.2.4 Process award documents and secure appropriate signatures.

3.4.2.5 Provide the Accounting 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 When provided by a grant, indirect funds will be aggregated into a single pool of funds and overseen by the Vice President of Administrative Services and the Vice President of Development and External Affairs. The College Cabinet and/or the College President reserves the right to determine the distribution of indirect funds.

### 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 and Contracts Office, the Accounting Department, and the Project Manager or Principal Investigator will fulfill the following responsibilities:

3.6.1.1 The Grants and Contracts Office is responsible for:

3.6.1.1.1 Coordinating with the Grants Compliance Accountant to maintain a 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 Participating in meetings as needed with the Grants Compliance Accountant and new project managers/principal investigators to review grant processes.
- 3.6.1.1.4 Coordinating with the Grants Compliance Accountant to establish a grant calendar identifying due dates for grant tasks and the submission of reports.
- 3.6.1.1.5 Assisting the Grants Compliance Accountant and 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 and Contracts Office. The Accounting Department, however, maintains the permanent grant file.
- 3.6.1.1.7 Assisting the project manager in the completion and submission of progress/final narrative reports.
- 3.6.1.1.8 Assisting the project manager in subsequent grant renewal processes.

3.6.1.3 The Accounting 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 and Contracts 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 manager and/or principal investigator.
- 3.6.1.3.7 Preparing grant claims according to the grantor requirements.

3.6.1.3.8 Preparing and submitting, if appropriate, any subaward and subcontract documents as necessary.

3.6.1.4 The project lead or their 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 in coordination with the Grants Compliance Accountant and the Grants and Contracts Office.

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

3.6.1.4.4 Obtaining approval from the Accounting Department for budget modifications.

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

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

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 04/07/2021

**EFFECTIVE DATE:** 04/07/2021

**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; 04/07/2021

**PRIOR POLICY/PROCEDURE NUMBER:** 2220.a

**SCHEDULE FOR REVIEW:** 2026

**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