


PROCEDURE

Subject	Grants	Number: 1.181.01
Source	Sponsored Projects Office	Reference (Rule #) 6HX14-1.181
President's Approval/Date:		

PURPOSE:

The purpose of a grant is to advance the College mission and to secure support for strategic priorities. This document provides the procedure for applying for grants awarded through public and governmental agencies. Each grant proposal must be reviewed in terms of the opportunity for successful award versus the cost of preparation and implementation of the grant.

The three main criteria for determining if a grant should be developed are:

1. A proposal must be directly linked to the mission of the College.
2. A proposal must directly benefit students or SCF stakeholders.
3. A proposal must have a budget, including indirect costs whenever allowed, and a sustainability plan, outlining how the work of the grant will be supported once grant funding is no longer available, or explanation of why one is not necessary beyond the funding period.

PROCEDURE:

I. Concept approval

Discuss concept ideas with the Sponsored Projects Office prior to initiating the process.

Actions taken by prospective Principal Investigators/Project Directors

1. Submit the Grant Proposal Preliminary Approval form for initial approval of immediate supervisor. The Sponsored Projects Office will assist in completion of the form, if requested. This request includes a brief project description, the amount of award that is available, a statement of institutional goals and objectives to be met by the proposed project, the anticipated target population that will benefit, the overall impact on the

College, estimated costs to the College, amount of match and/or in-kind, needed facilities or space requirements, personnel requirements, and faculty release time.

2. Submit the completed request to the Sponsored Projects Office.
3. At the same time, send the funding agency's Request for Proposal/Grant Solicitation to the Sponsored Projects Office.

Actions taken by Sponsored Projects Office

4. The Sponsored Projects Office will review the Grant Proposal Preliminary Approval form and make a recommendation whether to proceed with the project based on the criteria cited in the Proposed Project Assessment.
5. The Sponsored Projects Office will forward the Grant Proposal Preliminary Approval form to the VP for Institutional Effectiveness or designee.

Actions taken by the Senior Administrator

6. The VP for Institutional Effectiveness or designee will forward the Grant Proposal Preliminary Approval form to the appropriate division's Vice President and copy the Sponsored Projects Office.
7. The division's Vice President will determine if the College President (or designee) supports development of the concept into a proposal and will notify the VP for Institutional Effectiveness of the decision.

II. Proposal development

After approval by the President or designee, proposal development commences. The PI/PD and Sponsored Projects Office will determine the best strategy for proposal development on a case-by-case basis. In general, college-wide proposals and major federal grants are written primarily by Sponsored Projects Office personnel, with sections written by the PI/PD who serve as subject matter experts. The final narrative will be submitted to the President by the VP for Institutional Effectiveness for final approval and signature at least five (5) workdays in advance of the submission deadline, although proofreading may continue after this internal deadline.

III. Submission of grant budget and proposal

1. At least two weeks prior to the submission date, the Sponsored Projects Office will consult with the Finance Department and HR about any questions regarding indirect costs, salary rates, fringe rates, or other budgetary concerns.
2. The Sponsored Projects Office will give the final proposal to the VP for Institutional Effectiveness to review. The VP for Institutional Effectiveness will then submit the final proposal to the division VP. From there the VP will submit the grant for the approval of the President or designee at least five (5) workdays prior to the due date.

3. After approval by the President or designee, the Sponsored Projects Office will ensure submission of the proposal by the due date.
4. The Sponsored Projects Office will provide electronic copies of submitted proposals to all parties involved.

IV. Requests for President's Signature

All grant-related requests for the President's signature are submitted via the Sponsored Projects Office to the VP Institutional Effectiveness. Such requests include signatures on letters of support committing the College to participate in grants submitted by other institutions, grant reports, award contracts, memoranda of understanding, and any other grant-related document requiring a signature. At least seven workdays must be allowed.

V. Approval of SCF District Board of Trustees

Once a grant proposal is approved by the president and submitted to the funding agency, a board item will be prepared that will outline the name of the funding agency, the amount requested, any match that is required and a brief summary of the grant activities and objectives. This document will be signed by the PI/PD, the Sponsored Projects Office, and the appropriate college leadership. Once signed, it will be entered into the financial consent agenda at the next Board of Trustees meeting. Upon Board approval of the grant, the College is permitted to receive the funding and start the grant project.

VI. Notification of award

Any party that receives an award notice directly must forward it to the Sponsored Projects Office. Upon receipt of an award notice, the Sponsored Projects Office will notify the PI/PDs, their supervisors, and the Finance Department.

The Sponsored Projects Office will work with the PI/PD to prepare any additional award documents as required by the funding agency. The PI/PD, Sponsored Projects Office, and Finance Department will conduct a project initiation briefing to ensure everyone understands the essential terms and conditions of the grant, as well as their own responsibilities, and develop a task management plan.

VII. After the award

1. The PI/PD and the Sponsored Projects Office will initiate setup of the budget in the College's financial management system (Banner).
2. The Finance files of awarded grants will become the official files presented for financial audit. The PI/PD's files are the official files for a programmatic audit. Files on all awarded grants should be maintained for a minimum of seven (7) years, and longer if outcomes are being measured over a longer period.
3. Grant personnel will be processed according to established Human Resources standards and applicants will be informed that the position is grant funded, and therefore dependent of availability of funds. Positions funded by grants are in a different category from regular

college positions. When the grant ends, the position may cease to exist. Refer to Human Resources, grant language, and actual grant award documents for specifics.

4. Any equipment purchases over \$999 will be reviewed and approved using SCF procedures which will include Procurement and Finance. SCF Business Services Department will maintain an inventory of equipment log.
5. Contact the Procurement Coordinator for clarification on which materials, supplies, and equipment must be bid-on or placed on a purchase order.
6. It is the ultimate responsibility of the PI/PD and the applicable supervisor to assure a successful outcome for grant activities, program reports, deliverables, and meeting objectives in a timely manner and within budget. Support for grants management is also available from the Sponsored Projects Office, Finance, HR, and other departments.