

# EXTERNALLY FUNDED GRANTS AND CONTRACTS PROCEDURE

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*Related Board of Trustees Policy: BP 7.5*

*Approval: 10/10/11*

*Revision:*

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Craven Community College encourages faculty, staff and administrators to seek out external funding opportunities to support institutional goals and objectives as outlined by its mission and strategic goals.

- The Grant Administration Office coordinates the College's efforts to secure external funding from both public and private sector grantors.
- The office is dedicated to supporting College faculty, staff and administrators throughout the proposal writing and submittal process.
- Externally funded projects shall be conducted and reported in a manner consistent with the operational guidelines of the College and those of the funding agency.
- A balance between grant/contract activities and instruction and institutional controls must be maintained.
- Externally funded grants and contracts cannot interfere in instructional and operational commitments without prior written approval from the President of the College.

## GRANTS PROCESS

- Faculty and staff may initiate the request of an externally funded proposal or contract with permission of the Executive Leadership Team (ELT).
- The procedures and responsibilities of the project director are outlined in the College's Grants Handbook available on the Research and Planning webpage.
- The project director must complete the Grant Efficacy Assessment Form and the Grant Approval Form.
- Once the forms are completed and signed by the appropriate ELT member, then the project director should meet with the grant writer to develop a time line and a grant planning chart to ensure the successful submittal of the proposal.
- The above procedures ensure that all proposals are indeed related to the mission and strategic goals of the institution before resources are committed in seeking such grants and contracts.

## PROJECT DIRECTOR RESPONSIBILITIES

- The project director is responsible for the post award management of the grant.
- The project director is responsible for meeting with 1) the financial services office to set up an account and budget; 2) human resources to advertise positions and; 3) the marketing department for publicity announcements.
- A database for internal budgeting of the project must be developed and monitored by the project director.
- Any budget adjustments approved by the grantor will be submitted to the financial services office for budget amendment.

- It is the project director's responsibility to complete all required reports, submit all updates and changes to the grant writer for record keeping, and close out the grant when the project period has ended.

## BUDGET PROCEDURES

- The College will maintain control of grants administration and management including personnel salary, consultant fees, and other costs paid under grants and contracts.
- Salaries, supplements, and fees for consultant services rendered by faculty and staff in externally funded grants and contracts shall be consistent with the College's compensation plan or with established part-time pay rates, unless particular requirements of funding levels of the project require different rates of compensation.
- The College shall ensure that the regular operating budget is not dependent on direct and indirect costs from grants and contracts.
- Awarded funds will be maintained in a separate fund account in the financial ledger of the college and expenditures will be tracked budgetary lines of the grant.
- Documentation of in-kind matches will be sent to the financial services department by the project director.
- It is the responsibility of the Financial Services department of the college to ensure proper expenditures of grant funds in accordance with all rules and regulations governing the grant.
- To ensure understanding and agreement between program personnel and Administrative Services, periodic reviews of billing, accounts receivable, and encumbered funds will take place.

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