

REQUEST FOR NEW GRANT ACCOUNTS PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

New Account Codes Needed for Grants

Project Directors are required to work with the Director of Financial Services and Purchasing and the Accountant-Grants/Special Projects to establish the appropriate accounts and budgets for their award(s). Project Directors should read the Grants Manual published by the Grant Writer for Craven Community College. This manual can be found at: <http://www.cravencc.edu/researchplanning/grants.cfm>

A meeting early in the grant writing process is recommended in order to review suggested grant item costs. The Project Director is responsible for identifying any positions that will be funded by the grant. The Project Director will supply names of employees involved in delivering the project in order to best determine payroll costs. Fringe benefit costs must be taken into consideration when applying for grant dollars.

The Project Director will work with the Accountant-Grants/Special Projects to set up a budget for both the grantor (if applicable) and for the College. Once the account numbers are established, the Accountant-Grants/Special Project will forward the information, including general ledger numbers for employee positions, to the Project Director for future use.

Additional Steps for Hiring Staff Under a Grant

1. While Financial Services is creating the accounts and recording the budget, the Project Director will e-mail his/her supervisor a request to hire an employee. The request should contain the following information:
 - Name of potential employee
 - Position to be filled and whether full or part time
 - If part time, number of hours per week and number of weeks/ months per year
 - General ledger salary budget code
 - Requested salary amount
2. All requests for new positions will be sent to the President for final approval.
3. After the President's approval, Human Resources will complete a "Recommendation to Hire" form and forward a copy to Financial Services.
4. The Project Director is also responsible for ensuring that all staff paid with grant funds regularly maintain and submit Time and Leave Reports to Financial Services per the regular payroll procedures and schedule.
5. The Project Director is also responsible for ensuring that all leave earned is taken in a timely manner to ensure funding from the grant is available to cover the salary expenditures attributable to the grant.

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