



**Title: GRANTS AND SPONSORED PROGRAMS  
ADMINISTRATION**

**Effective Date: 08-18-2021**

**Last Revision Date: 08-18-2021**

**Cancellation:**

**Department/Office: Administrative/ Institutional**

## **GRANTS AND SPONSORED PROGRAMS ADMINISTRATION**

### **SCOPE**

The grants and sponsored programs administration policy applies to all Nunez Community College departments and employees.

### **PURPOSE**

The grants and sponsored programs administration policy outlines protocols for the submission and administration of all externally funded grants, related contracts, sponsored programs and grant partnerships.

### **POLICY**

Grants, contracts, agreements, and grant award documents are legal instruments that bind the College and external agency to terms stated therein. College, state and federal laws, rules, and regulations must be followed when preparing, accepting, signing, and executing such as legal documents.

All grant proposals or contracts involving Nunez resources must be approved by the Divisional leader, and Chief Financial Officer. Proposals must be submitted for review and approval at least 10 working days prior to submission to the external funding source. This approval process safeguards against conflicting applications from different departments at the College and ensures compliance with College, state and federal regulations.



Policy & Procedure No. 9.005  
**Nunez Community College**

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Proposals will be evaluated on the following criteria:

- Budget and cost sharing
- Relationship to College priorities, strategic plan, and commitments
- Agency compliances and assurances
- Compliance with state and College policies and procedures
- Sponsor’s programmatic guidelines

In addition, Nunez Community College follows the guidelines prescribed in Louisiana Community and Technical College System (LCTCS) Policy #1.043, Policy on Grant Applications and Sponsored Programs, which provides additional procedures for proposals that involve multi-institution proposals, and those being submitted to the Louisiana Board of Regents.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Office of Institutional Advancement	8-15-2021	8-18-2021
X	Executive Council	8-18-2021	8-18-2021

*Policy Referenced: LCTCS Policy 1.043*

*Distribution:* Distributed Electronically via College’s Internet

***Chancellor’s Signature/Approval***

SIGNATURE: \_\_\_\_\_

Tina M. Tinney, Ed.D.  
Chancellor

DATE: 8-18-2021