

## **Nunez Community College Grants & Sponsored Programs Policy**

### **Policy Statement:**

While the administration of Nunez Community College is aware that every grant and/or sponsored program contract differs in some respect from all others, it has adopted a forward-thinking policy toward the application, attainment, and management of such programs.

All monies, programs, and intellectual property garnered by faculty and staff of Elaine P. Nunez Community College, using the full name of the College, or any shortened version of the name (i.e.; Nunez, NCC, Nunez College, or Nunez Community College), or that uses the official College title for that individual, or that requires utilization of State property, employee time and effort, or student participation, remains within the full control of the College at all times. The Principal Investigator, while maintaining responsibility for the budget, deliverables, billing, and overall coordination of the grant, is expected to keep the Executive Director of Institutional Advancement and/or his or her dean or department head informed of the progress of the grant, in accordance with Executive Order KBB 2005-7 of the Division of Administration (DOA) – Office of Community Development.

No grant or sponsored program application can be submitted on behalf of the College or its individual departments, programs, staff, or faculty members without the knowledge and consent of the Executive Director of Institutional Advancement and the approval of the Chancellor.

### **Procedures:**

#### *Interested Faculty & Staff*

Full-time faculty and staff interested in applying for grants and/or sponsored programs through outside agencies should contact the Office of Institutional Advancement (IA) to discuss the funding opportunity and receive direction and support for the project. The procedure for obtaining funding is outlined in the Grant Flow Chart (see attached), which can be found on the Nunez website or can be obtained by contacting Institutional Advancement.

Part-time faculty and staff should first contact their division dean or department head before contacting IA, in order to assure that they are eligible to apply for the funding opportunity and that they have departmental approval before moving forward.

#### *Deadlines*

Though grants and sponsored programs often have very short deadlines, it is generally accepted practice that the Principal Investigator (PI) submits a draft of the application packet to the Office of Institutional Advancement two weeks prior to the grant deadline. The PI should have met with their dean or department head to outline their proposal and should have received approval for the program well in advance of

submitting the proposal to IA. Departmental signatures should be secured by the PI in advance of the submission to IA, as well. If any computer related hardware, software, peripherals, or furniture is included in the proposal, please contact Computer Services for technical assistance and cost estimates prior to submission.

Deans and department heads should inform their immediate supervisors, as well, unless that individual reports directly to the Chancellor. The Executive Director of IA or his/her representative will inform the Chancellor of all proposals and receive necessary signatory and permissions beyond that of deans and department heads.

### *Submission of Proposals*

Once all approvals have been granted for the submission of a proposal, IA will make copies of all documents (including hard copies of any electronic submissions) for the following individuals or departments:

1. The Office of Institutional Advancement
2. The Chief Financial Officer and/or the Grants Accountant
3. The Principal Investigator
4. Any Co-PIs
5. The dean or department head

### *Notification from Funding Agency*

Occasionally, the funding agency will contact the Principal Investigator directly to inform him or her that the grant or contract has been approved or rejected. If the agency notifies the PI directly, he or she should immediately inform the Office of Institutional Advancement verbally and also by e-mail and/or by copy of the official notification.

Once notified of the approval, the Office of Institutional Advancement will notify the Grants Accountant, who will work with the Controller to set up the necessary account information.

### *Purchases and Personnel Contracts*

Purchases for grants should be made as soon as possible after notification of funding. In many cases, the PI must wait until an executed contract has been received, but purchasing can begin immediately following the beginning date of the funding once all approval letters and/or contracts have been received. All grants or contracts that follow either the College's fiscal year (July 1 – June 30) or the Federal fiscal year (October 1 – September 30) should have the majority of their equipment and supplies purchases made by March 15.

Grants of shorter duration should make equipment and supplies purchases as soon as possible.

Purchases of computers or computer-related equipment must be approved by Computer Services before submission of the Purchase Requisition to the Executive Director of Institutional Advancement.

Any personnel hires or contracts for the purposes of the grant must follow the State, LCTCS, and Nunez policies. The PI should consult with IA and Human Resources well in advance of executing contracts for services and/or hiring of personnel.

All personnel paid through grants or sponsored programs must keep separate records of the time and effort spent on grant/program activities. Contract employees must also keep records of time and/or project completion.

All purchase orders, travel requests, reimbursements, time sheets and/or records must be reviewed and signed by the Principal Investigator, the Executive Director of IA or his/her designee, and the Chief Financial Officer and his/her designee before payment can be made.

### *Deliverables, Billing, and Reporting*

Responsibility for coordinating all deliverables for the programs, billing of the funding agency, and reporting deadlines rests with the Principal Investigator. IA and Business Affairs, in accordance with standard operating procedures, will work with the PI to formulate reports and complete billing requirements; however, the Principal Investigator must be fully aware of and responsible for the completion of the program requirements. If, at any point, the PI becomes aware that deliverables and/or deadlines cannot be met, that the budget has been over- or under-spent, that personnel have not met requirements, or that contractual agreements have not been met, he or she must immediately notify the Executive Director of Institutional Advancement (EDIA) who will work with the PI to rectify the problem.

All changes to the grant budget, including changes in property or personnel, must be discussed with the EDIA or his/her designee and the corresponding dean/department head and approved by the funding agency, the dean/department head, the EDIA, the Chief Financial Officer or his/her designee, and the Chancellor.

All reports should be reviewed by the EDIA before submission to the funding agency. The EDIA, or his/her designee, will notify the PI of any problems that would prevent the submission of reports within three working days.