

Polk State College Procedure

Subject	Reference	Date	Number
Grant Development and Administration		1/24/17	6072

I. Purpose

The purpose of this procedure is to provide guidelines for developing and submitting grant proposals and for managing funded grants at Polk State College.

II. Procedure

- A. Potential grant projects are regularly identified to assist the College in achieving the goals of the *Polk State Strategic Plan*. These strategic institutional goals and the divisional and departmental operational objectives determine the priorities for grant project development. Projects that are not directly related to the goals of the *Polk State Strategic Plan* are not to be pursued unless initiated with the President's approval.
- B. All Polk State College federal, state, and external foundation grant proposals must be coordinated through the President's Staff and approved by the President in order to centralize monitoring of institutional resource commitments, facilities management, and administration. Training contracts for business and industry are excluded from this policy.
- C. The possibility of developing grant proposals must be coordinated with the Director of Grants Administration in cooperation with faculty, staff, program, and unit leaders, and/or committees appointed by the President (or his or her designee).
- D. Prospective grant projects must demonstrate support by the department or division of origin, and the President's Staff, prior to proposal development.
- E. College operating funds are not to be used for continuation of a grant program or initiative after grant funding ends unless there is a review by the Budget Council and approval is given through the normal budgetary processes.
- F. Potential grant projects that have been approved by the division or department and reviewed by the Facilities Department are then submitted to the President's Staff and/or the President for approval to initiate development of the grant proposal.

President's Staff considers a range of factors when determining whether to invest College resources in developing a grant proposal for a project. These factors include, but not limited to, the following: 1) the project's alignment with College goals and strategies, 2) the documented community need served by the project, 3) the involvement of industry partners, 4) the College resources needed to implement the project (e.g., space, personnel, matching funds), 5) the College's capacity to effectively implement the project if funded, 6) the project's sustainability (including the potential to generate new revenue and serve additional credit and non-credit students), 7) the College's capacity to develop a credible proposal, and 8) the degree to which the project is aligned with the grant opportunity's purpose and the sponsor's or agency's mission.

As a part of the planning process, the President's Staff or the President determines the

priority status of a proposed project and assigns appropriate staff members to assist with the project's development.

Before submission to the President's Staff, all grant proposal budgets must be reviewed by the Business Services Office. All salaries (including faculty release time) must be reviewed by the Director of Human Resources.

- G. Unless otherwise specified by the President, the Director of Grants Administration functions as the designated College representative to submit grant proposals and coordinate award negotiations.
- H. Initiation of grant projects by faculty and staff members, departments, and/or divisions is encouraged. Initiation of a grant project by faculty or staff members is considered both professional development and service to the College and shall be credited and recognized accordingly during annual performance evaluations.
- I. Grant awards are announced for general institutional and public information according to institutional protocol and procedures.
- J. Grant projects must be administered in compliance with the terms and conditions of the grant award, federal and state regulations, and Polk State College rules and procedures. The terms, conditions, and applicable regulations are found in the award documents.
- K. All grant-related documents requiring the President's signature, including grant contracts, must be submitted to the President's Office and accompanied by a Transmittal Memo indicating that the Grants Specialist or Director of Grants Administration has reviewed the document.
- L. Original Grant Award Notifications (GANs) are maintained in the Business Office to be filed with the College's original contracts.
- M. The Grants Specialist is responsible for providing grant project start-up and post-award compliance support, assisting with deliverables and budget tracking, monitoring compliance with reporting requirements, and assisting with extension and budget amendment requests.
- N. The Project Director or Principal Investigator (PI) is responsible for implementing the project in compliance with Polk State College's rules and procedures. Specific job responsibilities are grant-dependent but the PI is expected to serve as lead liaison with the grantor's program officer, maintain the required data, prepare the required project reports, and manage the project budget. The PI is responsible for developing and submitting the initial Polk State College Budget Amendment and all subsequent College budget amendments, as well as entering this information into the GENESIS system. The Grants Accounting Specialist and the Grants Specialist shall assist with information regarding allowable and unallowable costs, and provide guidance on determining the reasonableness, allocability, and necessity of specific costs.
- O. The Project Administrator is responsible for providing programmatic supervision and support including, but not limited to, attesting to staff hours, monitoring sub-grantees, ensuring applicable procurement procedures are followed, and reviewing reports for content and form.
- P. The Grants Accounting Specialist is responsible for ensuring that grant funding is accounted for in compliance with the College's financial policies and procedures, and that grant funds are expended in accordance with the policies set forth in the *Accounting*

Manual for Florida Public State Colleges, the Florida Department of Education Green Book, and the Federal Cost Principles of Title 2 of the Code of Federal Regulations (CFR) 200.420. Additionally, the Grants Accounting specialist must ensure that financial reports, invoices, and other fiscal documents are submitted as required by the Grantor. In-kind match contributions are considered part of the restricted grant project in some cases and must be documented according to the stated commitment in the grant award.

- Q. Financial records, supporting documents, statistical records, and all other records pertinent to the federal grant award shall be maintained and retained in compliance with the *Uniform Guidance (2 CFR 200.333)* and the *State of Florida General Records Schedule G5-SL For Public Universities and Colleges*.
- R. Research projects involving human subjects must be submitted to Polk State College's Institutional Review Board (IRB).
- S. A conflict of interest is a situation in which persons affiliated with a project funded by a federal grant may have the opportunity to influence the project's business decisions in ways that could lead to personal gain or give improper advantage to themselves, their spouses, or dependent children. In accordance with federal conflict of interest regulations, Polk State College requires all personnel involved in business decisions related to a grant award to disclose in writing any potential conflict of interest to the federal funding agency.
- T. In order to comply with the requirements of the Southern Association of Colleges and Schools (SACS) regarding institutional effectiveness, grant programs must maintain the following:
 1. Conformity with Polk State College's institutional values, purposes, and goals;
 2. Faculty and staff members' freedom of investigation;
 3. Clear identification of faculty and staff members' obligations regarding academic responsibilities, and the grant project goals and objectives;
 4. Institutional control of grant-based instruction and research; and
 5. Balance to prevent institutional fiscal dependence on external grant funding to replace operational funding.

History:

Adopted: May 22, 2000

Renumbered/Revised: September 3, 2003

Revised: February 19, 2010; November 28, 2016; January 24, 2017

	2/1/17		24 Jan 17
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/1/17
President's Approval			Date