

INSTITUTIONAL DIRECTIVE 7-1

November 20, 2006

Title: Grants

I. Purpose

This directive identifies the responsibilities of those members of the college's administration, faculty, and staff involved in applying for and administering grants and other sponsored projects from public agencies.

II. Policy

It is the policy of Piedmont Technical College to seek, apply for and accept grants from public and private agencies which will support attainment of educational goals and objectives.

III. Responsibilities

A. President

1. The President will seek to derive maximum benefits from federal, state and foundation funds available for educational purposes.
2. All grant applications submitted for funding by the College are approved by the President and must fall within the College's Mission Statement.
3. The President has ultimate responsibility in accepting or rejecting all grants awarded to the College.

B. Institutional Supervisors:

1. Be informed of needs relating to their appropriate functional areas.
2. Designate the Project Director, who will work with the Grants Office, in preparing the grants application.
3. Advise the Grants Office on potential sources of grant assistance through trade and professional journals, and professional contacts.
4. Provide information related to their functional area which is required for grant proposals and initiated by other organizational units.
5. Review all grants applications and budgets prior to their submittal for approval.
6. Review and approve the general nature and impact of a proposal early in the development process.
7. Approve submission of the proposal (and commitment of the needed people and other resources).
8. Supervise and monitor the conduct of the grant.

Office of Responsibility: Vice President for Institutional Advancement

C. Project Director will:

1. Share with the Grants Office the responsibility for preparing grant proposals, using a division of responsibility agreement negotiated at the start of each grant proposal.
2. Formulate the overall design of the project that will be described in the grant's application and proposal.
3. Provide the Grants Office with the project staffing and budgeting information required to complete the grant application process.
4. Assist the Grants Office in coordinating the necessary internal review of the grant's application prior to its submittal to the grantee agency.
5. Achieve the objectives of the grant and administering grant funds as specified in the grant award instrument.
6. Prepare and submit required reports and maintain complete records and documentation of all activities accomplished under grant.
7. Prepare continuation proposals when appropriate for maintaining multi-year grant projects.
8. Monitor all grant expenditures in strict compliance with the provisions of the grant contract and local, state and federal regulations.
9. Coordinate the preparation of all pre-audit assessment reports required of the college in the event of a federal audit or site visit.

C. The Grants Office will:

1. Actively seek information on current grant and outside funding opportunities, both public and private, by maintaining data sources of grant information and advising appropriate supervisors accordingly.
2. Obtain guidelines and application forms for all proposed grant projects.
3. Oversee the preparation and submittal of applications for selected grants .
4. Coordinate, with the Project Director, the internal review and clearance of each grant application with the appropriate administrative offices and institutional officers of the college.
5. Prepare the forms necessary to secure the selected grant's application clearance from the Grants and Contracts Review Unit of the State Auditor's Office.
6. Maintain copies of the key official permanent records of all transactions with the granting agency (e.g. proposal, award letter, formal changes in budget and grant activities) for selected grants.
7. Coordinate the completion of all reports to the State Office or other agencies which reflect the grants applied for and received.
8. Participate in the budget negotiations for new grants as necessary to secure the final approval from a funding agency in coordination with the Project Director and other appropriate administrative officers of the institution.
9. Monitor the approval of all budget revisions with the funding agency in conjunction with the Project Director and the Director of Financial Affairs.
10. The Grants Office will handle the Postsecondary portion of Tech Prep, School-to-Work, and Perkins's funds.
11. With certain exceptions (eg Trio and ATE), the budgets of all college grants that are being submitted for funding are to be reviewed by the Grants Office prior to submission. When budgets are submitted for review by the Grants Office, grant

instructions, including allowable and non-allowable expense information, should also be submitted.

12. The Grants Office will review the information provided, checking for accuracy, completeness, and adherence to grant guidelines. If any problems are noted, the Grants Office personnel will meet with the grant manager/writer to discuss measures to correct the budget before grant submission.
 13. Once funding is received, the grant manager will inform Grants Office personnel, providing the office with a copy of the award letter. WDSP will disseminate, as appropriate, copies of the award letters and contracts and other pertinent information to the Institutional Supervisor, Director of Financial Affairs, the Personnel Office, and others as needed. For selected grants, the Grants Office personnel will meet with the Grant Accountant and grant manager to establish the budget and receive an account number.
 14. Purchase of equipment and supplies for grants and other sponsored projects will follow institutional purchasing procedures. The institution will accept no equipment or supplies purchased outside of this process. Either the Grants Office or the grant managers may generate contracts, requisitions, and check requests. All procurement and accounting procedures will be strictly adhered to in the expenditure of grant funds. Any problems that may occur in the procurement process will be discussed with the grant manager in order to affect a timely solution.
 15. Accounting personnel will forward all green sheets to the Project Director, who will sign and submit green sheets for payment when the item(s) is received. Normal inventory procedures will apply to all grant purchases.
 16. Review with the Project Director the preparations for all pre-audit assessment reports required in the event of a site visit by the grantee agency.
- D. Manager of Financial Accounting will:
1. Provide financial information required for the preparation of a proposal.
 2. Establish accounts within the institutional accounting system for all granting agency funds.
 3. Monitor program-matching funds in accordance with the conditions of the grant award letter and the grant budget.
 4. Furnish financial information as required for grant reporting and as requested by the Project Director.
 5. Assist the Project Director in the preparation of all pre-audit assessment reports required in the event of an audit of the grant by the grantee agency.
- E. The Vice President for Institutional Advancement will:
1. Oversee the grant activities of the Grants Office.
 2. Review all grant applications (including budgets) prior to their submittal to the President.
 3. In the absence of the president, sign all grant applications.

IV. Procedures

- A. Semiannually, the Grants Office will convene the Institutional Officers and other parties with each grant's Project Director to hear progress reports, suggestions for improved coordination between the project and institutional services, and to review the grant's achievement of project objectives.
- B. A closeout activity will be conducted by the Project Director and Institutional Supervisor with necessary assistance by the Grants Office, of all sponsored projects according to the specified grant period. The activity will be such to insure that all fiscal and programmatic records of the project are collected, evaluated, and filed in a secure location. The institution will maintain these records for a subsequent period of ten year. All financial records will be filed in the Office of Administrative Affairs. A copy of the final report will be maintained in the Grants Office.
- C. Indirect cost and cost-sharing required for grant funded projects is restricted to a minimum amount required by the grantee agency, unless otherwise approved. All other cost sharing not required by the sponsor will be approved by the Director of Financial Affairs.
- D. All employees of externally funded grant projects are considered employees of Piedmont Technical College and are subject to state and institutional personnel policies and procedures including compensation and fringe benefits.
- E. Travel required under grant projects will be governed by the institutional policies and procedures regarding travel as described in the Piedmont Technical College Policy and Procedures Manual.

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**PIEDMONT TECHNICAL COLLEGE
GRANTS OFFICE**

INSTITUTIONAL OFFICER APPROVAL SHEET

Grant Title: _____

Granting Agency: _____

Project Director/Applicant: _____

Division of the College: _____

Grant Objective (briefly describe):

Amount of Grant Request: _____ Duration: _____

Cost sharing by the College? _____ If yes, how much? _____

Indirect Cost? _____

List participating employees and percentage of time devoted to the grant:

Name	Percentage
1.	
2.	
3.	

Additional positions required? _____ If yes, how many? _____

I certify that to the best of my knowledge this is a true and accurate representation of the grant that I have prepared.

Project Director/Applicant

President

Senior Vice President

Vice President for Academic Affairs

Vice President for Student Development

Vice President for Institutional Adv.

Dean of Continuing Education

