



Procedures Manual

Grants Procedures

Number: MISC-600

Policy Number (if applicable):

Associated Manual(s): HC Grants Administration Manual

Office of Primary Responsibility: Office of Workforce Development

Effective Date: November 6, 2017

Purpose:

The purpose of this procedure is to establish the framework for the Grant's Office to implement the process by which grants are developed, reviewed and administered at Hocking College. The Grant's Office staff performs various aspects of specific coordination, support, and monitoring roles from development through implementation. The HC Grants Administration Manual provides additional detailed guidance and information.

Definitions:

1. "Grant" is a sum of money given by a government or other organization for a specified purpose. Grants are usually conditional and restricted funds based on certain qualifications specified by the grantor.
2. "Principal Investigator" is the holder of an independent grant administered by a College and the lead researcher for the grant project. This position is also known as Project Manager.

Procedures:

1. The Grant's Office staff actively seeks grant funding from outside grantors and government agencies to support the mission and vision of the College, i.e. academic and career technical programs, community programs, and to assist students. The Grant's Office encourages and supports faculty and departments to coordinate with the Grant's Office to apply for grants that further institutional, divisional, departmental and programmatic goals. Grants development at Hocking College occurs in one of two ways:

- (a) Strategic Direction for Grant - Projects: The Cabinet works with the Grant's Office to create strategic direction and priorities for funding opportunities for the following year. These projects align directly with the College's strategic directions and often include many departments or are institution-wide. The Grant's Office staff divide these projects based on workload or expertise, and work with College content experts

(staff, faculty, administrators) to complete the high priority proposals which the Office of Academic and Student Affairs has determined to be a good use of College resources.

- (b) Bubble-up: College staff identifies project ideas for their division or departments, and seek support from the Grant's Office to pursue funding options. These types of projects require faculty and staff to fill out a Grant Proposal Form and give a signed copy to the Director of Special Programs in the Grant's Office. Before pursuing any external grant funding opportunity, staff MUST obtain approval from their appropriate Vice President and the Workforce Development Office with this form (process ensures consistency with College and departmental goals and priorities, as well as preventing a conflict with projects already planned for a particular funder). If approved, the Office of Academic and Student Affairs will assign the Office of Workforce Development staff to assist with varying levels of participation, from researching funding sources, facilitate planning sessions, and/or provide writing and editing support. Departments should plan to do the bulk of the writing for these types of projects, with solid support on how to do this from the Office of Workforce Development.
- (c) The Grant's Office will develop and maintain a Master Calendar of Grants that are regularly renewed such as TRIO, Perkins, etc.
- (d) All grants that require matching funds from the College budget or other College resources must be reviewed by the CFO and approved by the President.

2. Grants Administration and Implementation –

- (a) In general, the responsibility for grants administration and reporting lies with the departmental unit obtaining the funds. The Project Manager or Principal Investigator typically serves as the grants administrator, with support from the department's administrative personnel.
- (b) The Project Manager has primary responsibility, both programmatic and fiscal, for complying with all terms and conditions of the grant. For this reason it is essential that the administrator obtain and become thoroughly familiar with all of the granting agency's written policies, procedures, and regulations. The Project Manger must also comply with all of the College's policies and administrative procedures.
- (c) The Fiscal Office and the Office of Workforce Development will support an awardee as they administer their grant, helping them manage timelines, interface with College processes and understand the basic requirements of their grants. If included in the grant budget, implementation staff may help with hiring, and other start-up and ongoing grant support activities.

3. Upon award of the grant, the Project Manager should notify the Office of Workforce Development as well as the Office of Vice President for Administration and CFO by sending a

copy of the award letter. The Project Manager will contact the accountant assigned to the grant to prepare a budget in accordance with the approved budget contained in the grant award. Until this is done, account numbers cannot be set up and no grant funds can be expended.

4. In seeking and administering grants, the College shall abide by standards of the National Council of University Research Administrators and the National Association of College and University Business Officers.

Hocking College will meet requirements for federal grants and contracts pursuant to the following circulars issued by the United States Office of management and Budget, including:

- □2 CFR Part 215: Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non- profit organizations;
- 2 CFR Part 220: Cost principles for educational institutions; and
- A-133: Audits of states, local governments, and non-profit organizations.

5. The Director of Special Programs (Office of Workforce Development) is responsible for establishing, communicating and overseeing all pre- and post-award functions and compliance other than project account and financial reporting.

6. The Vice President of Administration & CFO is responsible for pre-award budget review, project accounting and financial reporting functions including compliance.

7. The HC Grants Administration Manual shall be reviewed annually by the Office of Workforce Development for any updates or revisions.