

POLICY

The Board of Trustees authorizes the President of the college to seek and to accept funds from Federal, State, County, Foundation, and other sources, not normally authorized by New Jersey Statutes Title 18A, Ch. 64A, paragraphs 17 and 18, to foster educationally desirable programs, services, and facilities of the college.

ADOPTED: September 26, 1966
Revised: July 27, 1970

PROCEDURE

There are five phases involved in obtaining and using grants from outside sources: initiation and development; intra-college concurrence; approval; implementation; and completion.

PHASE I. Initiation and Development

Step 1. The Director of Grant Resources (DGR) routinely locates, maintains and distributes up-to-date information on possible funding sources and directs it toward appropriate personnel. The DGR secures guidelines, application forms, and other pertinent information, when requested to do so.

Step 2. The grant applicant gets approval from his/her manager or dean and appropriate Vice President to begin the grant process. The appropriate VP designates the Project Director/s (PD).

- If a grant is for \$2500 or less (dollars or in kind), with no personnel or matching fund requirements, the PD notifies the DGR who approves the application process and keeps a copy of the application on file. The PD notifies the DGR of the grant status. The DGR will also informally notify appropriate college personnel (i.e. the Accounting Office, etc.).
- For grants over \$2500 or grants with personnel or matching requirements, the PD requests and receives information and/or assistance from the DGR, and when developing a proposal must inform the DGR at the earliest possible date, insuring adequate time for the required institutional review before a proposal is developed.

Step 3. The PD with the assistance of the DGR prepares the preliminary proposal abstract and budget for submission to and approval from the PLT and involves appropriate offices of the College as needed (i.e., the Accounting Office for budget preparation).

All state and federal grants and those totaling over \$50,000 will include a formative and summative evaluation assessment component including an internal, qualified, disinterested third party and/or an outside consultant based on grant funding and funding source requirements.

Step 4. After approval by the PLT, the PD in cooperation with the DGR is responsible for completion of the proposal and required grant application forms.

PHASE II. Intra-College Concurrence

Step 5. The DGR circulates the proposal abstract to the appropriate offices via the Outside Funding Concurrence Form (Number DI-54, see attached), before being submitted to the President for final approval.

PHASE III. Approval

Step 6. The DGR forwards the proposal with the required number of copies to the funding authority and to the appropriate college offices. Two copies of the application are forwarded to the Director of Human Resources for notification to the Faculty Association of Ocean County College for information.

Step 7. If the award is granted, the DGR together with the PD conducts any necessary negotiations with the granting agency or agencies. If programmatic or budgetary changes are required in the proposal, the DGR shall notify the President and involve all necessary college officials for concurrence.

Step 8. When the grantor notifies, in writing, the President, PD, or Accounting Office of the award, the grant is sent to the DGR for analysis. The DGR, after analysis, advises the President to accept or reject the award. Upon acceptance or rejection by the President, the DGR notifies all personnel who have a direct interest in the grant.

Step 9. For grants to be accepted, the DGR prepares the appropriate documents for official acceptance of the grant at the next Board of Trustees meeting.

PHASE IV. Implementation

Step 10. Upon receipt of the official notification, the PD, the DGR, and the Director of Accounting (DA) will meet to determine the specific details needed to manage the grant properly. Among the steps that must be taken at this meeting are:

- the establishment of procedures and timetable required to requisition the cash from the sponsoring agency, minimizing the time elapsed between the receipt and expenditure of funds.
- the placement of money into a restricted account
- the establishment of an internal budget
- the establishment of a Personnel Roster of employees to be paid with grant funds
- confirmation of reporting dates
- institution of the official file
- assessment of component deadlines

A written report calendar including all of the above items (as appropriate) will be drafted at this meeting.

Step 11. A second meeting shall be convened by the DGR within two week after the accounts have been established. Representatives from the Accounting, Purchasing, Human Resources, and College Advancement offices are also included as needed. At this time the provisions, restrictions, and other pertinent features of the grant award shall be made known to the Project Director and other persons directly involved in the project. The grantor's and the College's, (1) administrative procedures, (2) recording and reporting responsibilities, and (3) procedures to initiate disbursement of funds from appropriate accounts will be explained. The written report calendar shall be completed by the DGR as a result of the meetings and be distributed to appropriate individuals.

The PD has the authority to initiate all action for payment upon a request over his/her signature on the proper form. Copies of all requisitions will be sent to the DGR prior to the purchase date. The notification of the DGR is required to verify that the funds are being spent as stipulated under the terms of the grant, and are necessary, reasonable, allocable and allowable within the cost principles and conditions of the granting agency.

All payment from grant-supported programs must conform to the following:

- Agency and/or program guidelines
- College Policy
- Grants Procedure Manual

The PD and DA should identify grantor purchasing requirements which are more intensive than the New Jersey County College Contracts Law. The PD will coordinate with Purchasing to ensure efforts are made to comply with any additional requirements. For example, Federal funds and any related match would require additional affirmative steps to comply with regulation 40 CFR 30.44(b) regarding minority and women owned vendors.

Step 12. Required status reports will be completed by the PD and DA and forwarded to the DGR. Copies will be sent to the Accounting Office and other college officials as needed. The Executive Director of College Relations will make periodic reports, as needed, to the PLT on OCC's grants status.

Step 13. The DGR shall assist the PD and the DA in the submission of required reports to the grantor. The DGR shall be responsible for interpreting the grantor's guidelines and making requests for any necessary adjustments to the program and the budget during the course of the project. These changes shall be made only after following the appropriate steps in Phase I and II of this procedure.

PHASE V. Completion

Step 14. Submission of a Final Report should take place within a specified period after the end of the project or budget period, unless otherwise specified by the grantor. Most final reports contain both programmatic and financial summaries. Responsibility for the preparation of the Final Report lies with the PD and the DA in consultation with the DGR.

Step 15. The PD is responsible for maintaining accurate records of all grant activities, and for submitting these to the DGR, including the following:

- For **successful** applications, a complete file must be maintained. This file should contain the following: the original Request for Proposals, the Application, the Internal Concurrence Form; the original signed contracts, all reports, and related correspondence.
- For **unsuccessful** grant applications, the file should also contain the notification of proposal rejection and reviewers' comments, if available.

- Step 16. The DGR is responsible for making records available to other departments on campus.
- A complete record of equipment which has been purchased with grant funds should be maintained for a minimum of five years. This record should include the serial numbers and tag numbers, and the information must be readily accessible to the Office of Administrative Services.
 - Copies of grant-related documents bearing the contract number, the amount of the award, and the time frame, must be forwarded to the Accounting Office. This material is required for external audits.
 - All files are to be maintained for a minimum of five years. Whenever possible, a computer disk of the relevant materials will also become a part of the permanent file.
- Step 17. An end-of-fiscal-year summary of all grants will be compiled by the DA, to be given to the President and the Board of Trustees.

ADOPTED: August 1974
Revised: January 16, 1996
Revised: April 30, 1996
Revised: April 25, 2000
Revised: March 29, 2005
Revised: September 9, 2008

SPONSORED ACCOUNTS

PR 4112a

OCEAN COUNTY COLLEGE
Outside Funding Concurrence Form

Your signature on the appropriate line denotes your concurrence in the proposed application for a grant, contract or other sponsored program attached herewith.

After signing please forward to the next approval authority, if for any reason you disapprove the proposed project, forward the application, together with your reasons for disapproval, to the Vice President of College Advancement.

Project Title: _____ FY: _____

Project Initiator: _____ Title: _____

Outside Agency: _____

Other Co-Sponsors:

PROJECT ABSTRACT:

Funding Request: \$ _____
OCC Contribution \$ _____
Total Budget: \$ _____

	<u>Signature</u>	<u>Date</u>
1. Project Initiator	_____	_____
2. Department Chair/Director	_____	_____
3. Area Dean	_____	_____
4. Director of Human Resources	_____	_____
5. VP of Finance	_____	_____
6. Director of Grant Resources	_____	_____
7. Vice President of College Advancement	_____	_____
8. President	_____	_____

The Director of Grant Resources will delete those with whom coordination is not required.