



POLICY AND PROCEDURE

Procedure:	GRANTS: DEVELOPMENT & IMPLEMENTATION
Policy No.:	3.30
Department:	Business Affairs
Contact:	Grants Director
Reference:	GBC Policy & Procedure 4.10 Grants: Financial Procedures GBC Policy & Procedure 4.6 Contracts, Grants, Leases, Agreements GBC Policy & Procedure 4.1 Purchasing

Policy

Projects funded by grants can significantly enhance the educational opportunities available for the College's students. Grants can also be a significant source of additional revenue for the College. The College encourages its faculty and administrators to be watchful for grant opportunities — especially the following:

- Those which would enable more students to attend the College.
- Those which would enable the College to offer courses of instruction or which would provide services that would not ordinarily be provided from present operating budget.
- Those which would enrich present program offerings.

For planning, it is essential that all grant applications are approved by the institution *before* they are submitted to any funding agency. The following procedures will ensure that a potential project is consistent with the philosophical commitment and mission of the College, its strategic plan, and its financial and human resources.

Procedures

1.0 Institutional Approval Process

All grants or projects that involve the College must be approved by the institution prior to grant proposal submission or participation agreement. Once approved by the institution, all grants must be submitted by the College grants office. Individuals may not submit grant proposals on behalf of the College. In order to ensure all the appropriate areas of the institution are informed about the potential project, the communication process is illustrated below:

1. Faculty/staff member or administrator has a project idea.
2. Project idea is discussed with the department chair(s) or appropriate supervisor(s), taking into consideration the following:
 - What are the grant requirements and can the College meet them?
 - Is there a cash match and does this fit into current budgets?
 - What personnel are required?
 - What will be the indirect cost benefits to the College?
 - Who will act as principal investigator?
 - What physical space is required?
 - What additional budget requirements are there? (Advertising, supplies, etc.)

What will be the impact on the College?

3. A principal investigator (PI) is appointed (usually the person with the project idea).
4. The PI fills out the Great Basin College Grants and Projects Summary Review Form (available from the grants office) including at minimum:
 - project significance,
 - goals and objectives,
 - overview of planned activities,
 - time line,
 - value and contribution to GBC, and
 - estimated budget.
5. Completed Great Basin College Grants and Projects Summary Review Form is discussed with appropriate dean and vice president. The grants director may be involved at this time, or any time throughout the process, if requested.
6. Once approved by the appropriate vice president and dean, the PI discusses the project and grant opportunities with grants director to determine resources needed and available from the grants office. Once approved, the project moves forward for review and approval by the vice president for business affairs.
7. Project is brought to President's Council by the appropriate dean or vice president as an informational item.

1.2 Proposal Preparation

If a project is approved by the institution, preparation of a grant proposal for a specific funding agency may be completed by either PIs or the grants office. Ultimately, the grants office must review and submit any grant funding proposals. If PIs choose to complete a proposal, it is their responsibility to ensure there are at least 10 working days in advance of final deadline of submission for the grants office to review and submit the proposal. If the grants office has primary responsibility for preparing the proposal, PIs must ensure there are at least 30 working days in advance of final deadline of submission for the grants office to prepare and submit the proposal. Some grants require a longer preparation time. It is the responsibility of PIs to work with the grants office to ensure an appropriate proposal development timeline. If there is not adequate time allowed in advance of the submission deadline, proposals may not be submitted.

2.0 Implementing Grants that are Awarded

If the grant proposal is approved through the funding agency, GBC will receive a letter of notification or award letter. Copies of this letter will be provided to the grants director, vice president for business affairs and the principal investigator, all of whom must work together to ensure proper set up of the award. Each has the following duties:

President (or Designee)

- Provides acceptance signatures for grant awards.

Grants Director

- Maintains a central repository for all grant files.
- Coordinates grant and award establishment in the Workday financial system.
- Ensures principal investigators have access to financial reports in Workday.
- Ensures letters of appointment, contracts, and appropriate documentation are processed and kept on file.
- Ensures that all expenditures are appropriate and allowable per GBC financial policies, award agreement and funding agency guidelines. For federal awards, ensures compliance with the federal regulations and guidelines restricting the use of federal funds: [PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)
- Prepares interim and final financial reports with the assistance of the PI.
- Prepares budget revisions, with the assistance of the PI, for consideration and approval by the funding agency.
- Works with the business office to invoice funding agencies.

- Maintains Personnel Activity Reports (PAR) files.

Vice President for Business Affairs

- Establishes grant numbers and award budgets in the Workday financial system.
- Revises budgets within the Workday financial system after ensuring documentation of funding agency approval.
- Coordinates billing or other financial reporting.

Principal Investigator (PI)

- Implements the project according to the work plan in the grant proposal.
- Tracks day-to-day project expenditures, ensuring that expenditures are allowable and within budget (with the assistance of grants director), per GBC financial policies, award agreement and funding agency guidelines. For federal awards, ensures compliance with the federal regulations and guidelines restricting the use of federal funds: [PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)
- Assists grants director with interim and final project reports.
- Coordinates activities with all other College functions.
- Coordinates hiring of personnel (follows all college EEO guidelines and uses standing GBC committees).
- Coordinates any budget revisions/approval with grants director.
- Coordinates Personnel Activity Reports (PAR) for reporting periods.

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Original Approved by PC: January 21, 1998

Last Review: March 2019

Contact the assistant to the president for any questions, corrections, or additions.