

POLICY & PROCEDURES MEMORANDUM

TITLE:	OFFICE OF GRANTS DEVELOPMENT: <i>Grants Proposal Preparation, Approval Process and Management</i>
EFFECTIVE DATE:	March 24, 2009
CANCELLATION:	DCI 6310.1C (9/12/89)
OFFICE:	Administrative Affairs (AD)

POLICY STATEMENT

The Office of Grants Development serves as a resource to all units of the College involved in externally funded grants, related contracts, and grant partnerships. Specifically, the Office of Grants Development (1) serves as the information hub for all externally funded grants, related contracts, and grant partnerships pursued and funded by all College departments; (2) identifies funding sources and shares grant opportunity information with appropriate departments; and (3) performs coordinating and administrative activities for departments that are not responsible for specific restrictive funding and grant initiatives.

To safeguard against conflicting applications from different departments at the College and to ensure inclusion of all information in the College's grant archives and reporting processes, all College departments, including those that are responsible for specific restrictive funding and grant initiatives (such as the Office of Workforce Development and Education, Office of Carl Perkins Funds and others that may develop) immediately report grant application efforts and awards to the Office of Grants Development on a current basis.

Further, the Office of Grants Development reviews all proposed grant applications and related contracts, which are pursued by departments not responsible for specific restrictive funding and grant initiatives, in accordance with the procedural process outlined in this memorandum to determine the impact on College resources and operations prior to preparation and submission. All grant proposals or contracts involving Delgado resources must be approved by the Chancellor or his/her designee. In addition, Delgado Community College follows the guidelines prescribed in Louisiana Community and Technical College System (LCTCS) [Policy #1.043, Policy on Grant Applications and Sponsored Programs](#), which provides additional procedures for proposals that involve multi-institution proposals, and those being submitted to the Louisiana Board of Regents.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish procedures for controlling the submission, administration, and reporting of all externally funded grants, related contracts, and grant partnerships processed by the College's Office of Grants Development.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all departments, employees, and operating units involved with grants proposals.

3. **Responsibilities**

A. **Office of Grants Development**

- (1) serves as the information hub for all externally funded grants, related contracts, and grant partnerships pursued and funded by all College departments to ensure inclusion of all grant initiatives information in the College's grant archives and reporting processes
- (2) is responsible for the coordinating and administrative activities of externally funded grants, related contracts, and grant partnerships for departments that are not responsible for specific restrictive funding and grant initiatives
- (3) maintains and immediately shares updated list of active grant initiatives/proposals and approved grants with appropriate departments to safeguard against duplication of grant proposals and to ensure coordination of impacted departments
- (4) maintains an active list of grant opportunities and provides timely information regarding appropriate grant opportunities and grant writing training to the college-wide grant writing community
- (5) oversees the following grant activities for departments that are not responsible for specific restrictive funding and grant initiatives: identification of funding source, institutional review and sign-off of proposals, negotiation of contracts, and other related activities
- (6) maintains permanent copies of all grants documents processed through the Office of Grants Development

- (7) reviews, with the assistance of the Director of Restricted Funds, all proposed grants and related contracts processed by the Office of Grants Development and funded by external sources to determine the benefits to the College and the impact on resources and operations prior to preparation and submission
- (8) *in the event that there are two or more principal investigators proposing a grant to be funded by the same source and it is determined that only one proposal can be submitted by the College:*
 - a. meets with all parties (including those responsible for specific restrictive funding and grant initiatives, if applicable) to analyze the viability of each proposal to determine the most positive impact of each on the College;
 - b. formulates a solution, such as recommending another funding source; and/or
 - c. forms an ad hoc committee, consisting of the Director of Grants Development, Director of Restricted Funds, and the prospective Principal Investigators, to determine the most viable proposal for the funding source. (If the ad hoc committee is unable to reach a consensus, the final determination is made by the Chancellor or his/her designee.)
- (9) ensures appropriate approvals have been received and necessary communication between affected departments has taken place before final grant proposal is processed through and submitted by the Office of Grants Development
- (10) provides assistance to the principal investigator and grants manager in the administration of the funded project by providing support for annual and interim reporting, negotiating changes in project activities, and adhering to the regulations of the funding agency
- (11) notifies the College's Public Affairs and Information Office upon approval of grants submitted by the Office of Grants Development for potential positive publicity for the College

B. Director of Restricted Funds

- (1) assists the Director of Grants Development in reviewing and approving all financial budget information for proposed grants and related contracts funded by external sources to determine the impact on College resources and operations prior to preparation and submission
- (2) reviews expenditures to ensure compliance with grant regulations and processes grant reimbursements

C. Principal Investigator (Grant Applicant/Grant Proposal Writer)

For ALL departments (including those departments responsible for specific restrictive funding and grant initiatives):

- (1) notifies Director of Grants Development of intent to pursue grant opportunity by submitting the [Grants Intent Form, Form 6310/001](#) (Attachment A)

For Principal Investigators of departments that are not responsible for specific restrictive funding and grant initiatives:

- (2) completes all proposal development documents as outlined in this memorandum
- (3) with the assistance of the Director of Grants Development, develops and writes grant and performs all necessary research to ensure grant's success
- (4) with the assistance of the Director of Grants Development, identifies in the grant the job position(s) at the College who will serve as the Grants Manager and/or any other support personnel for the project
- (5) identifies offices, classrooms and/or other facilities to be used

D. Grants Manager

For Grants Managers of departments that are not responsible for specific restrictive funding and grant initiatives:

- (1) is responsible for all management and administrative activities of the grant, once funded, which include but are not limited to performing required documentation, reporting, invoicing, quality control and closeout activities
- (2) with the assistance of the Office of Grants Development, negotiates contracts associated with carrying out the grants initiatives
- (3) with the assistance of the Office of Grants Development, monitors and evaluates ongoing progress and success of the grant, and coordinates responses to and meetings with external auditors of the grant
- (4) coordinates with the appropriate College personnel, the offices, classrooms and/or other facilities as needed

E. Chancellor or Designee

- (1) provides final signature approval for all grant proposals and related contracts, given that proposals are presented for approval at least three (3) working days prior to submission

4. Notification of Grant Intent and Grant Award

All College departments, including those that are responsible for specific restrictive funding and grant initiatives (such as the Office of Workforce Development and Education, Office of Carl Perkins Funds and others that may develop) must adhere to the following:

- (1) Principal Investigator (Grant Applicant/Grant Proposal Writer) immediately notifies the Office of Grants Development of his/her intent to pursue an externally funded grant opportunity using the [Grant Intent Form, Form 6310/001](#) (Attachment A).
- (2) Principal Investigator provides a copy of the award letter, upon receipt, to the Office of Grants Development and the Director of Restricted Funds.

This notification process safeguards against conflicting applications from different departments at the College and ensures inclusion of all information in the College's grant archives and reporting processes.

5. Preparation Process of Grants and Contracts

The following process applies to proposals processed through the Office of Grants Development by departments that are not responsible for specific restrictive funding and grant initiatives:

Pre-Proposal Development:

- Step 1- Principal Investigator (Grant Applicant/Grant Proposal Writer) meets with appropriate supervisor, Department Chair, or Dean to obtain support for the project, and obtain written approval on the [Grant Concept Planning Form, Form 6310/002](#) (Attachment B) and the [Grants Process Checklist, Form 6310/003](#) (Attachment C).
- Step 2- Principal Investigator works with the Director of Grants Development to develop the [Grants Concept Planning Form](#) and submits [Grants Process Checklist](#) for discussion and identification of funding source. If the grant proposal is determined to be viable, the Director of Grants Development approves the [Grants Concept Planning Form](#) and [Grants Process Checklist](#).

Proposal Development:

- Step 1- Principal Investigator prepares application in accordance with funding agency's Request For Proposal (i.e., guidelines), while working with the Office of Grants Development for technical support.
- Step 2- Principal Investigator submits final draft to the Office of Grants Development no later than one week prior to application deadline.
- Step 3- Director of Grants Development reviews proposal, obtains approval from Director of Restricted Funds, and obtains appropriate signatures.
- Step 4- The Office of Grants Development prepares and submits application to the funding agency and retains copy of grant in its office. The Director of Grants Development documents steps on the [Grants Process Checklist](#) to ensure completion of all necessary steps.

Project Implementation:

- Step 1- Principal Investigator provides copy of award letter to the Office of Grants Development and Director of Restricted Funds.
- Step 2- Director of Grants Development notifies public relations staff for publicity purposes.
- Step 3- Director of Restricted Funds assigns budget code to grant project.
- Step 4- Principal Investigator meets with the Office of Grants Development staff for assistance with initial requisition process and related tasks.
- Step 5- Grants Manager works with Director of Grants Development to negotiate contracts and to prepare and submit required reports in a timely manner.
- Step 6- With the assistance of the Office of Grants Development, Grants Manager monitors and evaluates ongoing progress and success of grant, and coordinates responses to and meetings with external auditors of the grant.

6. **Cancellation**

This policy and procedures memorandum cancels DCI 6310.1C, *Grant Proposal Preparation and Approval Process*, dated September 12, 1989.

SIGNATURE

Ron D. Wright
Chancellor

Attachments:

- Attachment A - [Grant Intent Form \(Form 6310/001\)](#)
- Attachment B - [Grant Concept Planning Form \(Form 6310/002\)](#)
- Attachment C - [Grant Process Checklist \(Form 6310/003\)](#)

Policy Reference:

Louisiana Community and Technical College System (LCTCS) [Policy #1.043, Policy on Grant Applications and Sponsored Programs](#)

Review Process:

- Division Deans and Ad Hoc Committee on Grants Policy 8/21/07 – 9/21/07
- Ad Hoc Committee on Grants Policy 11/21/08
- Grants Development Council 1/21/09
- Academic Affairs Council 2/12/09
- Business and Administrative Affairs Council 2/18/09
- College Council 3/24/09

Distribution:

Distributed electronically via the College's email system and website

Delgado
COMMUNITY COLLEGE
GRANT INTENT FORM

This form is used by ALL departments to immediately notify the Office of Grants Development Office of the intent to pursue an externally funded grant opportunity.

Date

Grant Applicant Information

Your Name: Department:

Office Phone: Email:

Proposed Project Information

Proposed Project Title:

Description of Proposed Project:

Funding Source Information (If Identified):

Potential funding source(s):

Proposed funding amount:

Application/proposal due date: If known, when will applicants be notified?

If known, what are anticipated Start and End dates? Start date: End date:

Is multi-year funding available? Yes No If yes, how many years?

Are matching funds required? Yes No If yes, what percentage?

If in-kind matching is possible, describe:

Do you need help from the Office of Grants Development in identifying funding sources? Yes No

Other Information (Include any additional information you wish to provide to the Office of Grants Development):

**** Form must be emailed promptly to the Office of Grants Development (csauci@dcc.edu.)**

----- **For Office of Grants Development Use** -----

Intent Form Received by Director of Grants Development: Signature: _____ Date _____

Grant Awarded? ___ Yes ___ No If Yes, has copy of award letter been received? Date _____



GRANT CONCEPT PLANNING FORM

Your Name: _____ Department: _____

Project Title: _____

PROJECT CONCEPT – Attach a 1-page or less overview of your project concept, numerically (1-6) addressing:

- 1. How does this project fit into the college mission, goals and objectives?
2. What specific concept, training, program, etc. does the proposed project address?
3. How was the need for this program identified?
4. How will the College benefit? – i.e., equipment, new construction, curriculum development, faculty/staff development, increased enrollment, revenue, positive media, etc.
5. What will be the major project activities?
6. What is the potential impact on the College? - new staff; reallocation of existing staff; space needed; FTE, etc.

COSTS – Attach an additional page(2) outlining the following, labeling them alphabetically (A-D) addressing:

- A. Estimated Resources Required – provide a cost analysis - include facility or equipment use and maintenance, staff development, marketing/outreach, utilities, supplies, travel. Analyze all needs – be prepared to write detailed specifications for equipment, purchase requisitions, position vacancy notices, as applicable.
B. Anticipated Timeline – include timeline for accomplishing goals of project, include start and ending date, ensure sufficient time will be available to close out the grant expenditures. Develop plan for hiring personnel, purchasing, offering classes, and sequence of projected activities, as applicable.
C. Management Plan – identify position responsible for managing the grant, how grant will be implemented; include job descriptions, supervision of grant staff and other related positions, potential staff to be hired, determine if needed expertise is available at the College, include information on anticipated contracts or MOUs with other entities.
D. Facilities/ Office and Classroom Space Plan – specifically identify where the grant project will be administered and all necessary space to carry out the program. Indicate how and when space and equipment will be obtained, secured and scheduled.

FUNDING Do you know of a potential funding source(s) for this proposal? _____ Yes _____ No

If Yes Potential funding source(s) _____
Application/proposal due date _____ When will applicants be notified? _____
Is multi-year funding available? _____ Yes _____ No If yes, how many years? _____
Are matching funds required? _____ Yes _____ No If yes, what percentage? _____
If in-kind matching is possible, describe: _____

If No Do you need help from the Grants Development Office in identifying funding sources? _____ Yes _____ No

LEVEL OF SUPPORT Requested from Office of Grants Development

Table with 3 columns: Requested: (By Originator), Check all that apply: (Coordination of planning and writing, Assistance in planning/gathering information, Assistance in planning/writing sections, Proposal editing/proofing), Approved (by Grants Office):

Signatures and Reviews: Department Head _____ Date _____
Comments, if any: _____
Dean/Supervisor: _____ Date _____
Comments, if any: _____
Grants Office Review: _____ Date _____



**Office of Grants Development
Grant Process Checklist**

This form is completed by the Director of Grants Development to document the grants processed through the Office of Grants Development.

Name of Applicant: _____ **Department:** _____

Project Name: _____

Pre-Proposal Development:

✓	Date	Step
		1. Meeting with appropriate Supervisor/Director/Dean to get support for project and to ensure coordination of impacted departments. <i>Signature of approver:</i> _____
		2. Discussion of Grant Concept Planning Form with Director of Grants Development and identification of funding source. <i>Signature, Director of Grants Development:</i> _____

Proposal Development:

✓	Date	Step
		1. Application prepared in accordance with funder's RFP. Office of Grants Development provides technical support.
		2. Final draft submitted to Office of Grants Development no later than one week prior to application deadline (Director of Grants Development plans for timely submittal through overnight mail or electronic submission as per funding source's delivery requirements).

Approvals:

✓	Date	Step
		1. Proposal approved by Dean/Appropriate Department Head.
		2. Proposal approved by Director of Grants Development.
		3. Final budget approved by Director of Restricted Funds.
		4. Director of Grants Development (or designee) ensures routing of proposal for appropriate review, and obtains necessary signatures.
		5. Final proposal submitted by Director of Grants Development (or designee).

Project Implementation:

✓	Date	Step
		1. Office of Grants Development and Director of Restricted Funds received copy of award letter from Principal Investigator.
		2. Director of Restricted Funds assigned budget code to grant project.
		3. Principal Investigator met with Office of Grants Development for assistance with initial requisition process and related tasks.
		4. Grants Manager worked with Director of Grants Development to negotiate contracts and to prepare and submit required reports.