

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>OFFICE OF GRANTS DEVELOPMENT:</b> <i>Grants Proposal Preparation, Approval Process and Management</i>
<b>EFFECTIVE DATE:</b>	March 24, 2009* <i>(*Procedural Update 3/5/18)</i>
<b>CANCELLATION:</b>	DCI 6310.1C (9/12/89)
<b>CATEGORY:</b>	Administrative (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 and Institutional Advancement, 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 Institutional Advancement Office upon approval of grants submitted by the Office of Grants Development for potential positive publicity for the College
- (12) ensures all requirements and procedures applicable to the Office of Grants Development's responsibilities as described in the *Grants Development Policy and Procedures Manual* (link) are followed

**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

- (3) ensures all requirements and procedures applicable to the Office of Restricted Funds' responsibilities as described in the *Grants Development Policy and Procedures Manual* (link) are followed

**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 [Grant and Proposal Routing Form \(Form 6310/001\)](#).

*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
- (6) ensures all requirements and procedures applicable to the Principal Investigator's responsibilities as described in the *Grants Development Policy and Procedures Manual* (link) are followed

**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, 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
- (5) ensures all requirements and procedures applicable to the Grant's Manager's responsibilities as described in the *Grants Development Policy and Procedures Manual* (link) are followed

**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 and Institutional Advancement, 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 and Proposal Routing Form \(Form 6310/001\)](#).
- (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 \(Form 6310/002\)](#) and the [Grant Process Checklist \(Form 6310/003\)](#).

- Step 2- Principal Investigator works with the Director of Grants Development to develop the [Grant Concept Planning Form](#) and submits [Grant 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 Institutional Advancement 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.

*Attachments:*

[Grant and Proposal Routing Form \(Form 6310/001\)](#)

[Grant Concept Planning Form \(Form 6310/002\)](#)

[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  
Procedural Update – Vice Chancellor for Academic Affairs Approval 3/5/18

*Distribution:*

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