WNCC Administrative Procedure

Title:	Grants Development and Management Procedure
Division:	General Institutional
Category:	Grants
Reference:	Nebraska Revised Statutes §85-1511 (8) and (11)
	BP-320 (Student Tuition, Fees, and Other Revenue Sources)
	BP-712 (Grants Development and Management Policy)
Number:	AP-712
Date of Approval:	June 15, 2022
Approval:	John Marrin, Interim President

Purpose

To establish the procedures necessary to apply for, develop, and manage a grant.

Scope

This procedure applies to any federal, state, or local grant for which any WNCC or WNCC Foundation officer, administrator, or staff member may wish to apply.

Definitions

Authorized Organizational Representative (AOR) – The individual within the organization authorized to submit grant applications on behalf of the organization. Submission of a federal grant binds the institution to accept the award and thus it is a contract. Only the President or their designee has signature authority to enter the institution into a contract. For submission of federal grants, the AOR must be registered with grants.gov and approved by the organization's electronic business point of contact (E-biz POC) assigned to the institution in the System for Award Management (SAM).

Grants – Non-repayable funds awarded by a specific funding agency (i.e., federal, state, or local government, corporations, foundations, businesses, or individuals) to WNCC to fund a specific project. Grant funds are restricted for use in allowable activities within the approved scope of work described in a proposal or grant application to the funding agency. The expenditures are monitored

for compliance with the grant agreement and the funding agency costs principles and regulations. Grant funds must be spent within the performance period of the award, or otherwise returned to the funding agency. Grant recipients have responsibility for programmatic decisions and for the grant's performance, which is measured against the grant objectives stated in the proposal. Grant recipients are responsible for the submission of programmatic and financial reports to the funding agency.

Grant Manager – The grant manager may also be referred to as Principal Investigator (PI), Project Director (PD), Project Coordinator, Grant Administrator, or Grant Coordinator. The grant manager is the person who manages the implementation of the grant and is responsible for compliance with the rules and regulations governing the use of funds. The grant manager is the primary contact with the funder's project officer for all programmatic and budgetary aspects of the grant. They will be responsible for submission of required programmatic reports to the funder. Some grant applications may also require a separate Grant Team Leader or Project Manager/Coordinator.

Grant Team –The group of individuals responsible for all aspects of the grant application process. This includes identification of opportunities; planning for grant acquisition, preparation, and submission of grant proposals; preparation of requests to accept funds; development of grant implementation plans; management of grant programs; preparation and submission of reports to grantors; and properly closing out grant projects. The configuration of a Grant Team will be determined by the grant being considered for application and may originate from one or more areas of the College.

Grant Research Committee – One to three individuals with vested interest in a proposed project that work in identifying potential external grant funding opportunities. The committee would include the Foundation Gifts and Grants Director and proposed Grant Manager for a given project.

Procedure

The President of the College is the only Authorized Organizational Representative (AOR) who can submit a grant application to an external funding agency for the College. Therefore, all grants submitted by the College on behalf of its employees require the President's approval and signature.

The Foundation Board of Directors are the only Authorized Organizational Representative (AOR) who can submit a grant application to an external funding agency for the Foundation. Therefore, all grants submitted by the Foundation on behalf of the College and its employees require the Foundation Board of Directors' approval and signature.

General

All College and Foundation grant applications, grant awards, and related contracts/subcontracts shall be administered in accordance with the procedures identified herein. Upon approval by the College President or Foundation Board of Directors, the Foundation Gifts and Grants Director shall aid faculty and staff in securing external grants which are consistent with the role and mission of the College and Foundation.

The **Foundation Gifts and Grants Director** is responsible for:

- Providing advice and guidance to the Grant Team in the development of the pre-application process.

- Acting in a leadership role for vetting a grant announcement or RFP and serving on a Grant Research Committee when appropriate to advise and/or assist faculty or staff in identifying grant funding opportunities for a proposed project.

- In coordination with the College President and Foundation Board of Directors, approving grant application proposals.

- Reviewing and providing input for a grant proposal timeline provided by the Grant Team.

- Advising as to the personnel needed for gathering grant information for proposed projects and project budgets.

- Providing editorial assistance in the final stage of grant writing proposal prior to submission.

- Advising that the appropriate internal and external approval processes are followed.

- Advising as to compliance with agency/grantor grant application regulations.

- Establishing and maintaining a repository for reports and documentation for all grants attained and managed by the College and Foundation.

- Creating electronic files pertaining to grants received by the institution.

- Advising project managers in grant monitoring and reporting.

- It is understood that this position is consultative in nature, and the Foundation Gifts and Grants Director is not responsible for writing and submitting a grant application unless identified as the Grant Manager on a specific grant project.

Identifying Funding Sources

The Foundation Gifts and Grants Director will assist and/or advise a Grant Research Committee in identifying potential external grant funding opportunities. Information about various grant funding opportunities will be made available to employee. All grant announcements or request for proposals (RFPs) received by employees shall be forwarded to the Foundation Gifts and Grants Director.

Proposal Development and Approval Process

Individuals or departments wishing to respond to a grant announcement or RFP, or seeking grant funding for a particular project, shall submit the required "Grant Proposal Planning Form" to the Foundation Gifts and Grants Director. Each request submitted shall have the prior approval of both the Foundation Executive Director and the vice president with oversite over the effected departments/divisions.

Approval for pursuing grant funds for a particular project shall be based on the following criteria:

- The proposed project is consistent with the role and mission of the College.

- The College is eligible for funding under the terms of the grant.

- The proposed project fits within the parameters of the grant guidelines.

- The project fulfills a specific institutional priority.

- The value of the grant is balanced with the requirements for applying and managing the grant.

- An individual has been identified as the Grant Manager and a Grant Team has been identified to provide the content of the grant.

- The availability of matching funds, if required.

- Other resources, if required.

If a grant will obligate the College to provide additional space, facilities, matching funds, or to fund the continuation of a program once the grant expires, the Executive Planning Team will determine the likelihood of such funds/resources being available. Such need should be foreseen and submitted for review as early as possible in the grant-seeking process so as to not delay the grant process at the last moment.

The WNCC Board of Governors shall approve grants that obligate the College to make future expenditures of funds, facilities, or human resources beyond conditions outlined by the grant, greater than or equal to $100,000, except that acceptance of such grants shall not be conditioned on matching state or local funds.

The Human Resources Office will provide all salary and benefit information needed for grant-funded positions.

The Business Office will review all grant budgets and ascertain that adequate funds are included in the budget to cover expenses that may be incurred as a result of the award. If the grant application is for an annual grant, the Accounting Services Assistant Director or designee will be responsible for the budget review. If the application is for a new grant, the Accounting Services Assistant Director will conduct a review of the budget.

Post-Award Activities and Responsibilities

After a grant has been awarded to and accepted by the College or the Foundation, the Grant Team, Gifts and Grants Director, the Business Office, Dean of Workforce Development and Grant Compliance, and the Project Director will fulfill the following responsibilities:

The **Grant Team** is responsible for:

- Comparing the notification to the proposal and resolve any budgetary differences.

- Processing award documents and securing appropriate signatures.

- Providing the Business Office with original approved documents

- Providing information to all departments regarding their role in the grant.

- Meeting with new project directors to review grant processes.

- Establishing a grant calendar identifying due dates for grant tasks and the submission of reports.

- Assisting the project manager in revising the project budget if necessary.

- Establishing appropriate grant files and records to be kept in the Gifts and Grants Director.

- Assisting the project manager in the completion and submission of progress/final reports.

- Assisting the project manager in subsequent grant renewal processes.

The **Foundation** is responsible for:
- Notifying the Grants Manager of all timelines pertaining to the grant.

- Submitting reports for grants that have been awarded to the Foundation in collaboration with the Grants Manager.

The **Business Office** is responsible for:
- Maintaining the permanent grant file containing the original award letter, the grant application, claim forms, correspondence with grantor, progress and final reports, and other information regarding the grant.

- Providing the Gift and Grants Director with copies of the grant file documents.

- Creating a restricted fund within the College's accounting structure to be used for tracking revenues and expenditures for the grant project.

- Reviewing all budget modifications prior to submission.

- Monitoring/approving grant expenditures.

- Providing budget training to the project director.

- Preparing grant claims according to the grantor requirements.

The **Dean of Workforce Development and Grants Compliance** is responsible for:
- Provides expertise and advice on all aspects of post-award administration including performance compliance and reporting.

- Understands, interprets, and applies relevant regulations, guidelines, and standards that affect grants; informs grant managers.

- Assists grant managers in overseeing their contracts and grants throughout the post-award process.

- Works collaboratively with programs and administration to ensure compliance with federal regulations, funding guidelines, and financial accountability.

- Works collaboratively to conduct periodic reviews of budget, project performance, and variances including contract modifications to assess fulfillment of fiscal and performance obligations.

- Assist grant managers prepare final award documents; addresses post-award issues, including requests to re-budget or to obtain no cost extensions, which may require follow up with funding agency.

- Enforcing compliance and ensuring consistency with federal and state regulations, College policies and practices, research compliance restrictions and guidelines, financial and academic requirements, close-out practices, and agency policies and procedures.

- Maintaining a current knowledge of changing institutional policies and federal requirements governing externally funded grants and contracts.

The **Grant Manager** or their designee is responsible for:

- Hiring personnel identified in the grant proposal in accordance with College procedures.

- The overall management of the grant project. Specifically, a project lead's duties shall include, but not be limited to, the following: start-up activities, implementation of project, budget oversight, data management and requests for data reports, evaluation of activities, and the submission of any progress/final reports.

- Keeping the Foundation Gifts and Grants Director and the Business Office apprised of progress and needed changes to budget or project plan.

- Obtaining approval from the Business Office for budget modifications.

- Providing copies of all correspondence, documents, reports, etc. to the Foundation Gifts and Grants Director and the Business Office.

For all approved grants and contracts/subcontracts received as a result of a grant, the College will follow current WNCC policies, procedures, and practices. This includes personnel selections and administration and all purchasing practices and guidelines.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: June 15, 2022

Revision Date:

Sponsoring Division: Administrative Services