

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 2.3.1  
Title: Grant Seeking and External Funds Development  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President for Institutional Effectiveness and Development  
  
Original Approval Date: 02-11-1993  
Last Cabinet Review: 07-10-2024  
Last Revision: 07-10-2024

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Chairperson

Horry-Georgetown Technical College is a teaching/learning institution committed to providing accessible, quality, post-secondary educational opportunities for the people of Horry and Georgetown Counties. The College recognizes the value and need to engage in external grant seeking and funds development, however, all such activities must be consistent with the stated Mission of the College. Therefore, the seeking and/or receiving of grants and/or contracts must recognize the instructional focus of the College and must acknowledge institutional control of the activity.

The College recognizes two general types of grants and contracts:

1. Institutional activities that support a department, division, or broad area of the College.
2. Individual awards that support the personal research or activities of a member of the faculty or staff.

Solicitation and acceptance of all external funds, that come with terms, restrictions, and obligations of the College, must be approved in advance by the Office of Institutional Effectiveness and Development, Cabinet, and the College President. to ensure an appropriate balance between grant activity, instruction, and other institutional commitments and to determine any potential conflicts of interest of a designated project program director(s), principal or co-principal investigator(s). ,

Individual members of the faculty or staff are encouraged to bring fund raising opportunities to the College but must first notify the Vice President for Institutional Effectiveness and Development to ensure that the opportunity supports or aligns with the mission of the College ,

The College ensures that all external funds, regardless of source, are administered in compliance with applicable laws, regulations, donor restrictions, and other requirements. All funds received for institutional or individual grants or contracts must be managed by the financial office of the College, must follow the same process as other funds, must be expended in accordance with local, state, and federal regulations, and must be expended for the purposes for which they were awarded. Any compensation paid to any employee from an external grant or contracts must conform to the Policies and Procedures of the South Carolina Technical College System and the College. In the receipt of the award and in the expenditure of all such funds, due consideration must be given to the continuation of the activity and/or the continuation of the employment of the personnel following the dispersal of all resources.

*(1) "Representative of the College" means when the individual is seeking and would receive the grant or contract support by virtue of his/her employment at the institution, and/or when the receipt of the award would affect the employment of the individual, in terms of release time, special duties, etc. Nothing in this policy or in any other policy should be construed as to restrict any employee from seeking personal or private grants or contracts.*