

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 2.3.1.1
Related Policy: 2.3.1
Title: Grant Seeking and External Funds
Responsibility: Vice President for Institutional Effectiveness and Development

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President

I. Purpose

The purpose of this procedure is to address the solicitation of grants and external funds by employees of Horry-Georgetown Technical College.

Introduction

The Vice President for Institutional Effectiveness and Development provides leadership and oversight in searching for, identifying, securing, and managing external grants funds to support approved College goals. The Grant Program Director will be responsible for the implementation of the grant activities.

All externally-funded projects operate under the following three sets of requirements: (1) the grant agency's requirements; (2) State fiscal and personnel regulations; and (3) internal College policies and operating procedures.

The grant process has six key components: (1) Internal Proposal Processing Form (and Internal Cost Share Form where applicable); (2) Proposal Development; (3) Proposal Submission; (4) Project Monitoring; (5) Revision of Funded Projects; and (6) Project Completion, Close-Out, and Post-Project Response (if necessary).

II. Procedure

Any employee, department, or division of Horry-Georgetown Technical College wishing to solicit external funds, contributions, or support of any kind, in the name of the College or any affiliated organization, must submit a written request through administrative channels, to the Vice President for Institutional Effectiveness and Development prior to the initiation of the request. The Vice President for Institutional Effectiveness and Development will seek Cabinet and College President approval for the request.

In order to consolidate records, a copy of the initial request, approval, and actual solicitation documents must be filed with the Office of Institutional Effectiveness and Development.

III. Proposal Development

The Office of Institutional Effectiveness and Development (OIED) is responsible for the coordination of all proposal submissions. The OIED identifies all information required of other departments/areas and requests this information at least two weeks prior to the due date or as soon as possible for projects with tighter deadlines. Highly technical or complex proposals may require a team of faculty /staff members to ensure a competitive proposal.

IV. Proposal Submission

The OIED is responsible for submitting all proposals to the grant funding agency, unless otherwise agreed upon, and for all follow-up with the grant funding agency. Grant funding agencies may direct telephone calls or written approval notices to the President's Office, OIED, or the Project Director. All communications received in other office/departments should be directed immediately to the attention of the OIED.

The OIED reviews approval information and determines what additional steps are required, if any, to complete the acceptance transaction. To safeguard the College's interests, the OIED, along with the grant's accountant, will identify limitations or special terms or conditions attached to the award by the grant funding agency.

Upon receipt of formal approval, the OIED sends a project approval communication to the Project Director, administrative staff, Public Relations Office, and other affected faculty/staff and arranges a meeting with the Project Director, the Grants Accountant, and any other affected offices/departments to review contract terms and provide clarification of program regulations on all new projects in order to ensure the project is implemented properly.

All external announcements concerning grant awards will be distributed by the Public Relations Office after formal written approval is complete.

V. Project Monitoring

The roles and responsibilities of key staff/offices are outline below.

The OIED is responsible for the following (1) directing the acceptance of the award and communicating notice of approval and authorization to implement; (2) maintaining the project award file; (3) meeting with the Project Director and other appropriate administrators, faculty, and staff generally no later than thirty (30) days following the approval notification to review pertinent information, answer questions, and resolve concerns to enable a sound basis for initiating a new project; (4) working with the grants accountant to determine requirements for

documentation of non-cash match, communicating these to the Project Director and assisting in establishing a system for accumulating documentation; (5) coordinating project budget and programmatic amendments/revisions; (6) conducting periodic monitoring/status reviews; (7) assisting Project Director in resolving other matters associated with the completion of the project; (8) achieving resolution of contradictions between College policies, practices and procedures and the requirements, regulations, or contractual obligations established by the grant funding agency, where needed; and (9) coordinating and serving as College liaison for monitoring/site visits from the Grant Funding Agency.

The Project Director is responsible for all aspects of administration and completion of a funded project. The Project Director is expected to discharge this responsibility in accordance with the College's existing policies, procedures, and practices and in accord with the grant funding agency's regulations, requirements, and contractual terms.

The Office of Finance and Administration is responsible for (1) reviewing grant application budgets prior to submission; (2) maintaining a financial management system that meets the conditions and requirements established by the federal Office of Management and Budget (OMB) for federal funds or meets the requirements of other agencies in the instance of state, local, or private grant awards, (3) processing all purchase orders and contracts consistent with established State and College policies, procedures and practices, and (4) developing appropriate financial and cost-share/match reports for all grants/externally funded projects. For federally funded projects, procurement transactions are completed in accordance with applicable federal requirements and in compliance with the South Carolina Consolidated Procurement Code and Regulations.

The Human Resources Office assists with advertising for positions and completion of hiring transactions for grant-funded staff consistent with existing policies, procedures and practices. The Human Resources Office is responsible for informing all personnel paid through grant funds of applicable personnel policies. The OIED will work with the Project Director and the Human Resources Office to seek answers related to grant-funded personnel questions.

The Public Relations Office is responsible for issuing all grants news releases following review by the Project Director and OIED in accordance with the specifications of the Grant Funding Agency.

VI. Project Completion, Close-Out, and Post Project Response

Within 45 days the Project Director must schedule a meeting with the OIED and the Grants Accountant, and any other appropriate personnel. The OIED provides a completion, close-out, and post project communication to ensure that all parties understand and agree upon close-out activities, including responsibility for narrative reports, financial reports and documentation, maintenance of project files, disposition of tangible property, and audits.