OBJECTIVE: To delineate the steps to be followed in the planning, development, approval, and processing of new, renewal, continuation, and supplemental applications for external funds.

PROCEDURE:

I. General

The El Paso Community College District solicits external funds for development, maintenance, and continuation of special programs that will support the mission of the College. These may include grants, cooperative agreements, contracts, subgrants, or subcontracts. Solicitation is usually through an application or proposal submitted to the funding source.

II. Process

A. Identification of external funding opportunities:

1. It is primarily the responsibility of the Grants Management Office to search for and locate potential external funding opportunities, and to issue general or directed notifications or grant alerts to executive and administrative offices, faculty, program offices, and/or District employees.

2. When District staff or an office decides to seriously explore or actually apply for an external funding opportunity, that staff or office must obtain permission from the area’s Vice President via the attached Grant Summary and Authorization (GS & A) form, which will be reviewed and approved by the Vice Presidents.

3. On the GS & A the initiator will also indicate whether this proposal will or will not involve the use of human subjects in any type of physical or psychological testing (including surveys). If yes, the GS & A and proposal must go to the Institutional Review Board for its clearance.

4. Upon receipt of the GS & A form, the Grants Management office will schedule a meeting with the submitting office or staff to determine and document grant funding needs, district approval requirements, and other applicable administrative matters.

B. Review and approval requirements:

1. Prior to submission of new applications, renewals, or letters of intent to the President for approval or signature, the Grant Summary and Authorization form must be submitted to the cabinet by the initiating Vice President as information. Approved summary forms must be sent to the Grants Management Office with a copy to the Vice President of Research and Development. The original may be sent to the President’s Office with the final application for the President’s signature.

2. All applications for external funding, including new applications, continuations, renewals, extensions, agreement modifications, or letters of intent on behalf of the College District must be approved and signed by the College President, and shall be submitted for such approval and signature through the Grants Management Office with an information copy to the Vice President of Research and Development.

3. No award or underlying agreement shall be binding upon the College District until formally approved by the College District Board of Trustees. In consultation with the Grants Management Office, an
abstract shall be prepared by the initiating office and submitted to the responsible Vice President, for
inclusion on the Board agenda. A copy of the proposed abstract must be sent to the Office of the Vice
President of Research & Development.

C. Application development process:

1. It is critical that all applications or proposals requesting external funding be timely completed in full
compliance with all requirements established by the funding source, and applicable College policies and
procedures.

2. It is the responsibility of the initiating staff or office, in close consultation with the Grants Management
Office, to determine the nature and specifics for the content of the application or proposal. This
includes the goals and objectives, program methodology, staffing, methods of monitoring and
evaluation, budget, and the identification and roles of any outside partners (including securing of
commitments).

3. As early as possible in the application/proposal development process, the responsible staff or program
office will reach a clear agreement with the Grants Management Office outlining the responsibilities of
each with regard to the several parts of the application/proposal process.

4. District staff or offices in close consultation with the Grants Management Office, must consult with
Purchasing, Human Resources, Budget Offices, and Facilities for advice, or approval, when appropriate
and must document the activity.

5. The initiating District staff or office will provide a completed hard copy draft of the
application/proposal, along with a copy on disk (or by e-mail with attachment), to the Grants
Management Office as early as possible, but no later than ten (10) working days prior to the due date
established by the funding source.

6. The Grants Management Office will be responsible for reviewing the final application/proposal to
ensure it is complete and meets all requirements established by the funding source. The Grants
Management Office will meet with the responsible staff or office to resolve any problems noted in the
final review.

7. Any issue or conflict that arises between the Grants Management Office and the initiating District staff
or office which cannot be resolved through discussions between these parties, will be referred to the
Vice President of Research and Development and the Vice President(s) responsible for the program or
project, for resolution; and finally to the College President if it cannot be resolved at the secondary
level.

8. The Grants Management Office will be identified in all applications as the primary point of contact for
the funding source, but may refer the funding source to the initiating staff or office when deemed
appropriate with regard to some or all of the information or actions requested.

9. Upon notification by the funding source of the decision on any application/proposal, the Grants
Management Office will promptly notify the initiating staff or office and, when the decision is made to
not make an award to the College, every effort will be made to determine and communicate the basis
for the denial.

10. The Grants Management Office is responsible for obtaining the College President’s signature(s) on the
completed application/proposal, and for ensuring delivery to the funding source by the most appropriate
means.

11. The Grants Management Office is responsible for maintaining complete records for all
applications/proposals developed and/or submitted, and these records will be maintained for a period of
three (3) years following the application/proposal’s submission due date; except if an award is made, in
which case the record will be retained in accordance with District policy and the requirements of the
awarded agreement.

D. Post-award administration:
1. Meetings to review award or denial particulars will be held by the Grants Management Office.

2. The primary responsibility for performance under awards lies within the initiating office(s).

3. The initiator must prepare an Area Effectiveness Plan which must be sent to the Office of Institutional and Community Planning for inclusion in the District’s Annual Institutional Effectiveness Plan.

4. The Grants Management Office will provide budgetary oversight support for all awarded grant projects; however, the primary responsibility lies with the initiating office.

5. An annual summary report of Grant Activity will be sent to the President.

E. Processing Grant Applications Check List

- Prepare and submit Grant Summary & Authorization form (GS & A) to Area Vice President for approvals.

- Area Vice President obtains approval of GS & A at Vice Presidents’ regular meeting, and forwards a copy to the Grants Management Office.

- Submit completed application/proposal/renewal/extension/letter of intent/m.o.u.’s to the Grants Management Offices ten (10) working days prior to the funding source’s due date.

- Conduct review by Grants Management & Vice President of Research & Development Offices ten (10) working days before due date.

- Grants Management Office obtains President’s approval and signature with GS & A.

- Prepare Board Abstract when notified of funding; secure area Vice Presidents’ approval, copy Grants Management and Vice President of Research & Development Offices.
Grant Summary and Authorization

Initiator

Proposed Title

Proposed Grant Budget

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PROPOSAL SUMMARY:

(Delete any extra line spaces after entering summary)

DISTRICT INITIATED*

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* Applications of less than $5,000 only require the Administrative Officer’s approval.

This proposal will not involve the use of human subjects in any type of physical or psychological testing (including surveys). (If yes, this GS & A and proposal must go to the Institutional Review Board).