



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CAM-1 Developing and Managing Grants

APPROVED: January 4, 1993
Year of last review: 2021

REVISED: October 20, 2017

AUTHORIZING BOARD POLICY: CAM

Classification: Administration

Responsible Vice President or Associate Vice President: Associate Vice President for External Relations, Communications & Development

Designated contact: Director of Grants Management

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 County 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 (GMO) 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, faculty or an office decides to seriously explore or actually apply for an external funding opportunity, that staff, faculty or office shall follow the review and approval procedures described herein. Any failure to do so which results in an unauthorized commitment by the District may have severe legal consequences to the District and disciplinary consequences to the employee involved.

B. Review and Approval Requirements

1. All applications for external funding, including new applications, continuations, renewals, and modifications must be authorized by the College President prior to submission to a funding source, as necessary.
2. No award or underlying agreement shall be binding upon the College District until formally approved by the College District Board of Trustees.
3. As early in the process as possible, a *Grant Summary and Authorization (GS&A)* form (copy attached to this procedure) shall be completed and submitted to the Dean, Director or Associate Vice President (AVP) responsible for the activity proposing pursuit of the identified external funding. If the Dean, Director, or AVP concurs that the development of the proposed project should proceed to the application stage, the Dean, Director or AVP shall sign and forward the GS&A to the GMO.
4. If the proposed project will include research entailing the use of human subjects in any type of physical or psychological testing, including surveys, this will be so indicated on the GS&A, and it shall be concurrently forwarded to the College's Institutional Review Board along with appropriate descriptive information concerning the purpose and design of the research.

* **Note:** The word "faculty" denotes instructors, counselors and librarians.

5. Upon receipt of the GS&A form, the GMO shall review the information provided in the GS&A, the solicitation for proposals by the funding source, and any other pertinent documents to determine that the project as proposed falls within the scope of the solicitation and will otherwise adhere to the requirements of the funding source and the policies and procedures of the College. As necessary, the GMO shall resolve any concerns through contact with the initiating office and/or the responsible Dean, Director, or AVP. The GMO shall then forward the GS&A to the responsible Vice President with concurrence or a statement of reasons concurrence is not given.
6. Upon receipt and review of the GS&A, and after acquiring any additional information needed, the responsible Vice President shall either approve or disapprove the project. If the project is approved, the Vice President shall sign and forward a copy to the College President and each member of the President's cabinet.
7. At the discretion of the President, the GS&A shall be placed on the next cabinet meeting's agenda for discussion; or the President may elect to receive recommendations directly from each cabinet member. If approved, the President shall sign and forward the GS&A to the Director of the GMO authorizing submission of the application, renewal, or modification document to the funding source on behalf of the District, as necessary.
8. Upon official notification by a funding source of an award or a major modification to an existing externally funded agreement, the office responsible for the project shall prepare an appropriate abstract for placement on the agenda of the next meeting of the District Board of Trustees for consideration and acceptance by the District Board. A knowledgeable representative from the responsible office and the responsible Vice President shall be in attendance at that meeting to provide information that may be requested by the District Board.

C. Application Development Process

1. It is critical that all applications or proposals requesting external funding be timely completed and be in full compliance with all requirements established by the funding source, applicable policies of the Board of Trustees, and College procedures.
2. It is the responsibility of the initiating staff, faculty, or office, in close consultation with the GMO, 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, faculty or program office will reach a clear agreement with the GMO outlining the responsibilities of each with regard to the several parts of the application/proposal process.
4. District staff, faculty or offices in close consultation with the GMO, shall consult with the Purchasing, Human Resources, Budget, Information Technology and Facilities department as appropriate for advice, or approval, when appropriate, and shall document that activity.
5. The initiating District staff, faculty or office shall provide a completed draft of the application on disk or flash drive or by e-mail with attachment to the GMO as early as possible, but no later than ten (10) working days prior to the submission due date established by the funding source.
6. The GMO will be responsible for reviewing the final application to ensure it is complete and meets all requirements established by the funding source. The GMO will meet with the responsible staff, faculty or office to resolve any problems noted in the final review.
7. Any issue or conflict that arises between the GMO and the initiating District staff, faculty or office, and which cannot be resolved through discussions between these parties will be referred for resolution to the Executive Director, Foundation and Development and the Vice President responsible for the program or project; and finally to the College President if it cannot be resolved at that level.

8. The GMO 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, faculty, or office when deemed appropriate with regard to some or all of the information or actions requested.
9. The GMO is responsible for obtaining the College President's signature(s) on the completed application when it is necessary; and for ensuring delivery to the funding source by the most appropriate means.
10. Upon notification by the funding source of the decision on any application, the GMO will promptly notify the initiating staff, faculty or office and, when the decision of the funding source is to not make an award to the College, every effort will be made to determine and communicate the basis for the denial.
11. The GMO is responsible for maintaining complete records for all applications developed and/or submitted, and these records will be maintained for a period of three (3) years following the application 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 GMO with the involved faculty or staff.
2. The primary responsibility for performance under awards lies with the assigned project office.
3. The initiator shall prepare a College Effectiveness Plan, which shall be sent to the Office of Institutional Planning.
4. The GMO will provide budgetary oversight and support for all awarded grant projects; however, the primary responsibility for execution lies with the initiating office.
5. A summary report of Grant Activity will be sent to the President by the GMO annually.



Grant Summary and Authorization

Date: _____

Descriptive Title		EPCC Office	
Funding Source		Initiator Name	
Submission Date		Initiator Phone	

Initiator Signature:

GMO Signature:

**Director/Dean/AVP
Signature:**

**VP (of Initiator)
Signature:**

**Cabinet
Recommendation:**
Yes No

Cabinet Secretary

Approved to Submit:

**William Serrata, PhD
EPCC President**
Date: _____

PROPOSAL SUMMARY: *Briefly describe Purpose, Goals, Target Group, Activities, Schedule, and any Partner Commitments. Also justify any indirect cost waiver or reduction.*

Estimated BUDGET		Space/Library/Lab Requirements:
Personnel	_____	
Fringe	_____	
Supplies	_____	
Equipment	_____	
Travel	_____	
Contractual	_____	
Other	_____	IT Requirements:
Indirect	_____	<p>Will this project involve any research involving use of human subjects? (Covers any type of physical or psychological testing, including surveys.) Yes ____ No ____ If Yes, Sign-off by the EPCC Institutional Review Board is required below:</p>
TOTAL	\$	
Grant Amt:	_____	
EPCC Amt:	_____	For Institutional Review Board:
Other Sources:	_____	_____
		Printed Name Signature Date