

## **206-03 GRANTS RECORDS MANAGEMENT AND COMPLIANCE—PROCEDURE**

### **1. PURPOSE**

Describes the scope of program responsibility and financial accountability of faculty and staff writing, applying and managing grants.

### **2. PROCEDURE**

#### 1. Application

Grant proposals, applications and records are coordinated, reviewed, and submitted through the College Grants Office with exceptions for flow-through grants such as Financial Aid, Small Business Administration or others as designated by the Vice-President of Business and Administrative Services.

#### 2. Centralized Recordkeeping

Copies of grant applications, reports, contracts and official correspondence are filed with and maintained in the College Grants Office for purposes of internal and external audit.

#### 3. Responsibility and Accountability

##### a. College Compliance

All funds received through grants, contracts or other arrangements with external funding agencies, organizations or persons must be expended, managed and accounted for in accordance with established College policies, procedures and procedural guidelines.

##### b. Funder Compliance

All funds received through grants, contracts or other arrangements with external funding agencies, organizations or persons must be expended, managed and accounted for in accordance with the applicable terms and conditions established by the external funding agency, organization or person.

##### c. Faculty and Staff

Assuring appropriate program and fiscal management of grant funds is a shared responsibility of all employees and departments of the College.

1. The Grants' Coordinator and Grants Accountant document grant-funded expenditures, records, contracts and reports in compliance with College and funder requirements.
2. Compliance requirements are detailed in the Grants Procedural Guidelines.

### **3. BACKGROUND**

1. References: none
2. Revision history: 04/27/2011(new)
3. Legal review: 03/2011, sections 3. a., b.
4. Sponsor: Office of Institutional Advancement

Adopted by College Council: 04/27/2011