



POLICY AND PROCEDURE

Procedure:	GRANTS: DEVELOPMENT & IMPLEMENTATION
Policy No.:	3.30
Department:	Business Affairs
Contact:	Grants Director
Reference:	GBC Policy & Procedure 4.10 Grants: Financial Procedures GBC Policy & Procedure 4.6 Contracts, Grants, Leases, Agreements GBC Policy & Procedure 4.1 Purchasing

Policy

Projects funded by grants can significantly enhance the educational opportunities available for the C students. Grants can also be a significant source of additional revenue for the College. The College encourages its faculty and administrators to be watchful for grant opportunities especially the following:

- Those which would enable more students to attend the College.
- Those which would enable the College to offer courses of instruction or which would provide services that would not ordinarily be provided from present operating budget.
- Those which would enrich present program offerings.

For planning, it is essential that all grant applications are approved by the institution *before* they are submitted to any funding agency. The following procedures will ensure that a potential project is consistent with the philosophical commitment and mission of the College, its strategic plan, and its financial and human resources.

Procedures

1.0 Institutional Approval Process

All grants or projects that involve the College must be approved by the institution prior to grant proposal submission or participation agreement. Once approved by the institution, all grants must be submitted by the College grants office. Individuals may not submit grant proposals on behalf of the College. In order to ensure all the appropriate areas of the institution are informed about the potential project, the communication process is illustrated below:

1. Faculty/staff member or administrator has a project idea.
2. Project idea is discussed with the department chair(s) or appropriate supervisor(s), taking into consideration the following:
 - What are the grant requirements and can the College meet them?
 - Is there a cash match and does this fit into current budgets?
 - What personnel are required?
 - What will be the indirect cost benefits to the College?
 - Who will act as principal investigator?
 - What physical space is required?
 - What additional budget requirements are there? (Advertising, supplies, etc.)

What will be the impact on the College?

3. A principal investigator (PI) is appointed (usually the person with the project idea).
4. The PI fills out the Great Basin College Grants and Projects Summary Review Form (available from the grants office) including at minimum:
 - < project significance,
 - < goals and objectives,
 - < overview of planned activities,
 - < time line,
 - < value and contribution to GBC, and
 - < estimated budget.
5. Completed Great Basin College Grants and Projects Summary Review Form is discussed with appropriate dean and vice president. The grants director may be involved at this time, or any time throughout the process, if requested.
6. Once approved by the appropriate vice president and dean, the PI discusses the project and grant opportunities with grants director to determine resources needed and available from the grants office. Once approved, the project moves forward for review and approval by the vice president for business affairs.
7. _____ by the appropriate dean or vice president as an informational item.

1.2 Proposal Preparation

If a

Maintains Personnel Activity Reports (PAR) files.

Vice President for Business Affairs

Establishes grant numbers and award budgets in the Workday financial system.

Revises budgets within the Workday financial system after ensuring documentation of funding agency approval.

Coordinates billing or other financial reporting.

Principal Investigator (PI)