

Ocean County College, Toms River, NJ

BUSINESS  
REVENUE  
INSTITUTIONAL GRANTS  
Grants Management and Development #4112

POLICY

The Board of Trustees authorizes the President of the college to seek and to accept funds from Federal, State, County, Foundation, and other sources, not normally authorized by New Jersey Statutes Title 18A, Ch. 64A, paragraphs 17 and 18, to foster educationally desirable programs, services, and facilities of the college.

ADOPTED: September 26, 1966  
Revised: July 27, 1970

## **PROCEDURE**

There are six phases involved in securing and managing grants from outside sources: research and development, grant project planning, proposal submission, grant notification, implementation, and management.

All grants must support and enhance the mission, vision, and strategic plan of Ocean County College (OCC), be aligned to OCC grant priorities as approved by the President's Leadership Team (PLT), and be feasible in terms of the financial, physical, and staffing resources of the College. All grant applications must receive approval from PLT prior to submission.

### **PHASE I: Grant Research and Development**

1. Grant research and development shall be based on the following criteria:

Control: OCC shall maintain control of all externally funded projects, research, and instruction through direct supervision and appropriate administrative approvals. Any externally funded grant must be for a specific period and must outline roles and responsibilities for achieving desired outcomes.

Conflict: Activities related to externally-funded grants should not interfere with employees' regular duties unless provided by administrative assignment.

Salaries: All salaries and wages received through externally-funded grants will conform to OCC's existing wage and salary policies. The President shall approve any exceptions upon recommendation of the appropriate administrators.

Funds: All funds received for a grant shall be separately identified. All expenditures shall follow established College accounting procedures. All proposed budgets and resources identified as institutional commitment (including match) must be approved by the Executive Vice President of Finance and Administration prior to submission.

Approval: Final authority and approval for all grants rests with the President.

2. Grant proposals may originate from the Grants Office (GO), an administrator, a faculty member, or a staff member.
3. A *Grant Assistance and Approval Form* must be submitted to the GO to request grant research and development support.
4. PLT must approve all grant development activities before proposal and project development begins.
5. If grant development is approved, PLT will provide input into the designation of interim project director (PD) and planning team members.

### **PHASE II: Grant Project Planning**

1. The GO will coordinate planning team activities with the interim PD and planning team members. Timelines and descriptions of roles and responsibilities of planning team members will be developed by the interim PD and GO.
2. The Executive Vice President of Finance and Administration or his/her designee must approve the budget and institutional commitment narrative before submission.
3. If consultants are required for planning purposes, contract awards will follow existing OCC Purchasing Guidelines and Procedures.
4. The Assistant Vice President of Human Resources must approve personnel allocations and grant-funded staff positions as well as those that are to be leveraged as institutional commitment to support grant activities.
5. Any action required by the Board of Trustees in relation to the development or completion of a grant application must be requested via the *Request for OCC Board Action for Grant Application or Award* form, which is forwarded to the Assistant to the President for inclusion on the Board agenda.
6. All application content, forms, assurances, and attachments will be reviewed by planning team members and must be approved by the responsible administrator(s) and/or PLT prior to submission.

### **PHASE III: Proposal Submission**

1. The GO and interim PD must secure the required administrative signatures to ensure timely submission of the proposal. This includes verifying postmark deadline, actual receipt deadlines, or online submission details.
2. The GO is responsible for completing the *Final Approval for Grant Proposal Submission* form and circulating it with the complete grant proposal/abstract and budget to the individuals listed as approvers for the submission.
3. The GO is responsible for submitting the application in the manner required by the funding agency and will verify that all necessary information is available for proposals submitted via Internet portals (usernames, passwords, registration information).
4. The GO maintains the grant master file, which will include the final submitted application, the signed *Final Approval for Grant Proposal Submission*, the request for proposals/application guidelines, and any other grant documents that must be retained.

### **PHASE IV: Grant Notification**

1. The GO alerts the interim PD and Finance Office of funding status.
  - a. If the grant is funded, the official Notice of Grant Award from the funding agency is forwarded to the GO and Finance Office. The GO completes and submits the award information for Board acceptance via the *Request for OCC Board Action for Grant Application or Award*.

- b. If the grant is not funded, the interim PD or GO requests reviewers' comments from the funding source and forwards them to the planning team for a follow-up meeting to discuss those areas that may be required to strengthen subsequent applications.

### **PHASE V: Project Implementation**

1. Only the President, his/her designee, or the Board has the authority to accept the receipt of a grant award.
2. The interim PD or newly assigned PD, as designated by PLT, leads implementation.
3. Upon notification of a grant award, the GO and PD complete the following activities:
  - a. Compare the funding agency notification to the submitted proposal and, with the proposer, resolve any differences.
  - b. Negotiate with the funding agency any budget and program modifications that may be required. The Director of Finance will review and approve any budget modifications.
  - c. Update and maintain the grant master file to include award information.
  - d. Prepare a draft resolution outlining project information for the appropriate Vice President for presentation to PLT and/or the Board of Trustees.

### **PHASE VI: Grants Management**

1. The PD develops a Grant Project Manual (electronic and hardcopy) that will include all pertinent documents, such as the award notice, assurances, mandates from the funder, budget information, project deliverables, and other related documents.
2. The PD maintains all project files according to the requirements of the funding agency and updates the Grant Project Manual as needed.
3. In accordance with federal regulations (Uniform Grant Guidance), salaried grant-funded or committed staff (in-kind) must complete a *Time and Effort Certification* to document the percentage of time expended on the grant-funded project and other activities. The *Time and Effort Certification Form* is included in the Project Director's Handbook. Hourly staff must complete an official OCC timesheet that documents number of hours and percentage of time expended on grant-funded activities. *Time and Effort Certifications* are considered "after the activity" reports and cannot be completed or submitted prior to the performance of the work.
4. The PD collects project information, compiles project reports, and submits reports internally and to the funding agency as required after appropriate internal review.
5. The PD is responsible for forwarding to the GO any correspondence from the funding agency related to revisions to the award or information on the renewal or reporting process.

ADOPTED: August 1974

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