

Policy: **Grant - Sponsored Project Activities & Compensation**

Policy Number: **I-20**

Responsible for Policy: Advancement, Human Resources

Approval Date: November 2017

Most recent review: Fall 2012

Date of most recent revision (if applicable): October 2017

### **Policy Statement**

Grant-sponsored activities must be aligned with the goals and objectives of the College's strategic plan and approved through the institutional grant development process.

Compensation of full-time employees for work performed on a sponsored program, grant or contract is allowable if the activities are in addition to an employee's regular duties. These secondary responsibilities and the time at which they are carried out shall not interfere with the requirements of regular job functions.

The Director of Grants Development shall coordinate the development and submission of proposals for external funding to support grant-sponsored programs consistent with the Finger Lakes Community College Strategic Plan. The Director shall assist faculty and staff with developing program plans, identifying funding sources, writing and editing proposals, and submitting proposals according to the requirements of external agencies.

All grants must be approved by the College President at least one week prior to submission deadline.

### **Reason for Policy**

The College recognizes that these activities may not be within the regular duties of its employees. As a secondary responsibility, they can enhance employees' learning experiences, program quality, and public service. Finger Lakes Community College faculty and staff are encouraged to consider goals, objectives and activities that can be strengthened through external funding.

### **Applicability of the Policy**

All College employees and students should be familiar with this policy.

### **Definitions**

None

### **Related Documents**

- FLCC Strategic Plan
- FLCC Institutional Grant Development Process

Procedure: **Grant-Sponsored Project Activities & Compensation** Procedure Number: **I-20**

Responsible for Procedure: Advancement, Human Resources Approval Date: November 2017

Most recent review: Fall 2012 Date of most recent revision (if applicable): October 2017

## **Procedures**

Submitting grant proposals when FLCC is the grantee requires:

- 1) All FLCC employees must follow the Grant Development Process when submitting a grant that names FLCC as the grantee or sub-awardee or sub-contractor.
- 2) No College employee has the authority to pursue a proposal on behalf of the College without prior review and signed approval.
- 3) As the Chief Executive Officer of the College, the College President or his or her delegated designee, has sole authority to sign official grant documents such as proposals, budgets and budget amendments.
- 4) The compensation rate for current employees who assume additional responsibilities will be based on the scope of additional responsibilities to be performed, are subject to the rules and regulations of external agencies, internal labor contracts and are contingent upon continued grant funding.
- 5) Project directors must be prepared to provide written rationale for both of the anticipated time commitments.

In addition, when grants are awarded to the college, the Director of Grants Development and Associate Controller monitor the projects to ensure reporting requirements imposed by external funding sources are met. Institutional grants are administered within the College's general operating budget and its policies and procedures. The Associate Controller must review and provide prior approval of all grant expenditures to assure expenses are consistent with actual budgets.

## **Forms/Online Documents**

None

## **Appendix**

FLCC Institutional Grant Development Process

## **APPENDIX**

### **Finger Lakes Community College Institutional Grant Development Process March 2011 Revised October 2017**

#### **Grant opportunities are located and distributed**

The Director of Grants Development will research opportunities and forward prospective RFPs (Requests for Proposals) to administrators, faculty and staff. College employees may also discover grant opportunities and bring them to the attention of the Director of Grants Development or their department chair, supervisor or director.

A Concept paper describing the project or program can be developed and should be forwarded to the Grants Office, Department Chair, AVP, Supervisor or Director and involved Cabinet Member. It is the expectation that involved Cabinet members will coordinate and communicate questions and concerns as necessary prior to presenting to full Cabinet (e.g. Associate Controller, Human Resource Officer, Senior Vice President of Administration and Finance). A strong concept paper should address the following: project need, project description including broad goals and objectives, project scope, financial impact and resources needed (usually in terms of time and money, preliminary budget), personnel, outcomes and impact. The Grants Office is available for consultation and support in developing the concept paper.

At least six weeks prior to submission, the concept paper should be sent to the involved Cabinet Member who will review the document, and will either bring to full Cabinet for discussion or return to the Grants Office to move the process forward. The Cabinet review should take place within a reasonable time, usually within two weeks. Cabinet members should notify the President immediately if they have any concerns with the concept.

#### **Grant proposal planning and development**

Once the concept is approved, the Director of Grants Development will work with the Project Director and/or form a Grant Planning Team to write the proposal, gather statistics, engage external and internal partners, and work with HR and Purchasing to make sure the grant aligns with College procedures. Once a full proposal and budget are drafted, the Grants Office will circulate to Project Director, Department Chair/AVP/Supervisor/Director, Human Resources (if appropriate), Associate Controller, involved Cabinet Member, Provost, Senior Vice President of Administration and Finance, and President.

#### **The President signs off on the final grant proposal prior to submission**

Once all the requirements of the Request for Proposals are completed, the Director of Grants Development will bring the grant proposal to the Senior Vice President of Administration and Finance for review and to the President for final signature.

#### **Grant proposal is submitted to the funding source**

The Director of Grants Development will submit the grant proposal according to the instructions in the RFP.

**College is notified of award or denial**

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