

Policy: **Institutional Grant Development**

Policy Number: **K-5**

Responsible for Policy: Advancement

Approval Date: March 2011

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

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

Grants requiring College resources must be approved by the College President.

Reason for Policy

Finger Lakes Community College faculty and staff are encouraged to consider goals, objectives, and activities that can be furthered through external funding. Likewise, the Director of Grants Development is committed to assisting employees to achieve success in developing sponsored activities.

Applicability of the Policy

All Finger Lakes Community College financial and advancement personnel should be familiar with this policy.

Definitions

None

Related Documents

- FLCC Strategic Plan
- FLCC Grant Development Process

Procedure: **Institutional Grant Development**

Procedure Number: **K-5**

Responsible for Procedure: Advancement

Effective Date: March 2011

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Procedures

The policy for submitting grants proposals when FLCC is the grantee requires that:

- 1) All FLCC employees must follow the *Grant Development Process* when submitting a grant that names FLCC as the grantee.
- 2) No College employee has the authority to pursue a proposal on behalf of the College without prior review and signed approval from the department chair, appropriate Vice-President, Vice-President of Administration, Human Resource Director (if personnel is included in the grant project budget), and the College President.
- 3) The College President is the Chief Executive Officer of the College and has the sole authority to sign official grant documents such as proposals, budgets and budget amendments.

In addition, when grants are awarded to the college, the Director of Grants Development helps monitor the projects to assure that 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 Assistant to the Controller must review and provide prior approval of all grant expenditures to assure that expenses are consistent with actual budgets.

Forms/Online Processes

- None

Appendix

- None