PURPOSE

The purpose of this procedure is to assign and describe the grant development process responsibilities.

PROCEDURE

1. Responsibilities for the Grant Development Process.
   a. The President of the College will have final authority for the grant process.
   b. The Grants Administrator will be responsible for coordinating the grant development process.
   c. The President’s Executive Committee will be responsible for grant development recommendations to assure consistency with institutional goals and objectives.
   d. The Vice President for Continuing Education and Institutional Advancement will monitor the grant process.
2. Responsibilities in Identifying Grant Funding Opportunities
   
a. The Grants Administrator has the primary responsibility for the identification of grant funding opportunities from any resource.

b. All other TCL administrators, Instructors, and staff have the responsibility to report potential funding sources to the Grants Administrator.

3. Responsibilities in Applying for Grants
   
a. The President’s Executive Committee will be responsible for each recommendation to the President on the development of each grant application assuring consistency with institutional goals and objectives.

b. The President will have the final authority as to which grants will be developed.

c. The Grants Administrator will be responsible for the coordination of the grant application process. In addition, the Grants Administrator will make the recommendation to the President’s Executive Committee for the potential development of a grant application.

d. TCL administrators, instructors, and staff may bring a grant application to the attention of the Grants Administrator. In addition, each of the above may make the recommendation to the President’s Executive Committee in coordination with the Grants Administrator for the purpose of developing a grant application.

4. Procedures for Proposal Development
   
a. Project Design: A team will develop the concept of the proposal. The team will include the Grants Administrator, appropriate administrators, instructors, and significant external partners.

b. Writing the Proposal: This will be a collaborative effort between key personnel for the project and the Grants Administrator.

c. Editing the Proposal: This will be a collaborative effort between key personnel for the project, the Grants Administrator, and any other individual who will objectively review the proposal.
d. Budget Development: All budgets are to be reviewed and approved by the Grants Administrator and Vice President for Finance prior to final submission.

e. The President and the Vice President for Continuing Education and Institutional Advancement will review and approve each proposal prior to submission to a funding agency.

f. The authorized signature for any proposal application is the President’s. The President, with prior approval, may designate an appropriate administrator to sign a document in the President’s absence.

g. The Grants Administrator will coordinate the final development process of assembling and packaging the application according to agency specifications.

h. The Grants Administrator will submit the appropriate number of copies the funding agency. This will be accomplished by sending the completed application via UPS or other appropriate carrier to the funding agency.

5. Responsibility for Accepting an Award

a. An award announcement will be shared with the Business Office, the President’s Office, all key personnel and departments, and with any external partners.

b. The Grants Administrator and the Business Office will each maintain all transactions, files, reports and records according to TCL, State, Federal, and funding agency guidelines.

c. Applications for all grants programs will be sent to the Grants and Contracts Review Unit of the State Auditor’s Office and to the Joint Appropriations Review Committee (JARC) to the Budget and Control Board.