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Policy Name: Institutional Grant Development

Policy Number: K-5

Functional Area(s) Responsible: Advancement

Owner(s) of Policy: Advancement

Most Recent BOT Approval Date: March 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

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(s) 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 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

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 & Finance, Chief Human Resources Officer (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 Associate 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