

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

Grants from federal, state, local, and private sources help support College programs and services. The President and the Board of Trustees authorize College participation in externally funded programs. The Office of Institutional Grants supervises and directs the planning, submission, and monitoring of all external grants.

The Office of Institutional Grants (OIG) is the focal point through which all information, communications, and negotiations concerning grant supported funding are channeled. All official documents flow through the office from the application process to the closeout.

By definition a grant is a receipt of funding in exchange for specific materials, programs or services such as, but not limited to equipment, research, development, community/academic programs or student services. Grant characteristics include:

- A signed formal agreement.
- Funding based on specific budget categories.
- Required funding entity pre-approval of some budget modifications.
- Performance of specified activities within specific time periods.
- Required periodic program/fiscal reporting and final report on outcomes.
- Return of unused funding.
- Funding for indirect costs to support use of facilities and administration in some cases.

Eligible project investigators (PIs) include College employees with permanent employment status who have the approval of direct supervisors to pursue the grant opportunity. If the individual has received a prior award, a positive record of grant outcomes and compliance with internal and external policies and procedures is required.

Authority

President
Vice President for Business and Finance

Responsibility

Director of Institutional Grants

Procedure

A. Grant Initiation

The Office of Institutional Grants works with faculty and staff to develop ideas for funding, searches for funding opportunities based on the idea, assists in preparing the application, and oversees the grant's management, when received. Any member of the College staff considering a project for external funding must inform the Director of Institutional Grants at the earliest possible date, and adhere to the following steps:

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1. Involve appropriate College personnel to determine general feasibility before a grant proposal is written. The PI should also discuss the project concept with his or her immediate supervisor.
2. The Office of Institutional Grants will assist in identifying potential funding sources and in securing guidelines, application forms, and other pertinent information.
3. The Office of Institutional Grants will complete the County College of Morris Grant Proposal Submission Form (Attachment A) and forward to the PI for review and signature. The PI then forwards the document to the department supervisor for approval and signature. Once department level approval is received, the form is returned to the Office of Institutional Grants for further approvals.

B. Institutional Approval

1. Utilizing the department-approved CCM Grant Proposal Submission Form, the OIG will seek institutional approval for the project. For approval, the project must support the mission and strategic plan of the College or meet another high priority need supported by CCM. The Office of Institutional Grants will circulate the CCM Grant Proposal Submission Form to CCM Cabinet members.
2. Proposals requiring institutional cash match will be reviewed by the Office of Budget and Compliance to confirm appropriate funding is available to support the activities.
3. The Vice President for Business and Finance will submit the CCM Proposal Submission Form to the President for final approval.
4. These approvals are required prior to submission of the proposal to the funding agency.

C. Grant Development and Submission

1. The OIG will work with the PI to establish a development team to assist in the development of the project idea, narrative, and associated budget. Other assistance from the OIG may include setting regular meetings, submitting data requests, referring applicable research literature, providing budget estimates, editing, and advising on best practices in grants.
2. The PI is responsible for meeting internal deadlines. Narrative and budget documents must be in the OIG ten business days prior to the external due date. This allows the OIG to conduct a thorough review of documents, which includes the final “polishing” process. The final draft will be returned to the development team for final review and concurrence on submission.
3. The OIG will submit the completed, approved proposal to the granting agency. In the event that outstanding issues or internal deadlines have not been met, the OIG, in consultation with the Vice President of Business and Finance, may return the proposal to the PI without submission.

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D. Grant Award and Project Implementation

1. In the event the funding agency requests budgetary or programmatic amendments to the proposal, the OIG will represent CCM in negotiations. The OIG will work with the PI to ensure the integrity of the proposal remains, that outcomes are possible with any budgetary changes, and that CCM interests are protected.
2. When the College is notified of the award by the granting agency, the Office of Institutional Grants will review, analyze, and recommend to the President, through the Vice President of Business and Finance, either to accept or reject the award. When the President has acted, the Director of Institutional Grants will notify those who have a direct interest in the grant.
3. Once the grant award is accepted a grant kickoff meeting will be convened by the Director of Institutional Grants as soon as possible after the grant award. The OIG representative will communicate the provisions, restrictions, and other pertinent features of the grant award to the Project Director and other persons who will be directly involved in the project.

Both the Granting Agency's and the College's administrative guidelines, documentation and reporting responsibilities, and procedures to initiate disbursement of funds from appropriate accounts, will be explained. In addition, the roles and responsibilities of those individuals involved in the administration of the grant will be identified (refer to the Grants Management Handbook for more detailed information on grant management and individual roles and responsibilities).

4. The Accounting Department will maintain appropriate accounting records for all grants. The Budget Office will set up the grant account and insure that the PI, accountable administrator, and Director of Institutional Grants are provided approval access. The Accounting Department, with the assistance of the Office of Institutional Grants, will be responsible for resolving all fiscal matters between the College and the grantor.
5. All financial reports are to be prepared by the Accounting Department and must be approved by the Vice President for Business and Finance. All budget adjustments must be approved by the PI, Director of Institutional Grants, appropriate Dean/Executive Director, Director of Budget and Compliance, and the Vice President for Business and Finance.
6. The PI and the Accounting Department will provide required information in an agreed upon format to assist the Director of Institutional Grants in the timely submission of required reports. The Office of Institutional Grants will remain available for interpretation of the grantor's guidelines, as liaison with the grantor for approval of adjustments to the program or the budget, and to assist in applying for continuation or renewal of the grant.

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7. **The continuation or renewal of a grant requires completing the procedure beginning at Procedure A, Step 3.**

E. Grant Closeout

1. The grant closeout process will begin at least three months prior to the end of the grant. The Director of Institutional Grants will notify all applicable administrative offices including Budget and Compliance, Accounting, and Human Resources, if applicable.
2. The PI will work with the OIG during this time to ensure that applicable closeout procedures are completed.

COUNTY COLLEGE OF MORRIS

Preliminary Grant Approval Form

Due Date: _____

Project Information

Project Director: _____ Grant Type: Direct Sub award
 Lead Agency: _____

Funder: _____
 Project Title: _____
 Grant Project Summary:

Requested Amount: _____ Project Period: _____
 Indirect Rate Allowed: Yes No Match Required: Yes No
 Required Technology, Support Services, Facilities, Data Tracking:

Staffing/Personnel Requirements:
 Partners:
 Additional Requirements:
 Alignment with College Strategic Plan:

Approvals

Signature/Date

Project Director	
Supervisor	
Department Dean	
Director of Institutional Grants	
Vice President, Academic Affairs	
Vice President of Student Development and Enrollment Management	
Vice President, Business and Finance	
President	