

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Grants Management**EFFECTIVE DATE:** March 1, 2004/Revised: May 3, 2005**1. Applicability of this Policy**

- a. This policy is applicable to all grants and contracts for externally funded projects awarded to the College. The President of the College must authorize any exceptions to this policy.

2. Acceptance of Awards

- a. Grants and contracts for externally funded projects are awarded to Southwest Tennessee Community College, not to the Project Director/Principal Investigator. The College is the legal entity responsible for compliance with the terms and conditions of the grant or contract.
- b. Grants and contract awards to the College must be approved and accepted by the President or his/her designee.
- c. The College has no obligation to accept, or to provide matching funds for any award for which a fully-approved proposal is not on file in the Grants Office.
- d. Awards will be declined if programmatic or funding levels have been revised to the extent that unrealistic commitments of College resources are required, or if internal College resources needed to meet expected project outcomes are no longer available. Any circumstances which pose unrealistic risks for the College may be grounds to decline an award.
- e. The Grants Office should be notified immediately upon receipt of a grant award. All awards received from external sources will be reviewed by administrative and fiscal designees before they are recommended to the President for acceptance.

Source of Policy: Institutional Advancement**Related Policy:** N/A**Approved:** _____
President**Responsible Vice President for**
Administrator: Institutional Advancement
TBR Policy Reference: N/A
TBR Guideline Reference: N/A**Date:** May 3, 2005

3. Project Budget Format

- a. All project budget line items, including amounts budgeted for salaries, travel and equipment, must conform with applicable Southwest Tennessee Community College and Tennessee Board of Regents policies and guidelines, or with the funding agency's written requirements, if they differ.

4. Authority and Responsibilities of the Project Director/Principal Investigator

- a. The individual designated on the award document(s) as Project Director or Principal Investigator becomes responsible to the College for completion of the funded project and compliance with the terms and conditions of the award.
- b. The designated Project Director/Principal Investigator shall be responsible for budgetary control and fiscal management of the award, subject to compliance with this policy, and all other College and TBR policies, procedures and guidelines governing grant awards/contracts, as well as the terms and conditions of the grant specific award/contract.
- c. The designated Project Director/Principal Investigator shall have full programmatic control of the project, subject to the terms and conditions of the award agreement and all applicable College and TBR policies and procedures. The Project Director/Principal Investigator will maintain complete and orderly records documenting project performance in compliance with the terms and conditions of the award agreement.
- d. The Project Director/Principal Investigator is responsible for timely preparation and submission of all performance or programmatic reports required by the funding agency as specified in the terms and conditions of the award agreement.
- e. Because awards are made to the College, and the College incurs liabilities as a consequence of accepting awards, the College reserves the right to terminate an agreement or to replace a Project Director/Principal Investigator in the event of mismanagement or malfeasance.

5. Authority and Responsibilities of the Grants Office and the Restricted Funds Accounting Office

- a. The Grants Office is responsible for reviewing and analyzing the terms and conditions of grant awards and contracts and recommending acceptance or declination of grant awards and contracts under the terms described above.
- b. The Restricted Funds Accounting Office is responsible reviewing grant budgets, requesting the establishment of appropriate restricted funds accounts, and reporting grant expenditures against the appropriate accounts.

- c. The Grants Office and the Restricted Funds Accounting Office are authorized to conduct or request periodic review of project fiscal records and to require corrective actions as needed to ensure compliance with applicable College, TBR, and funding agency requirements.
- d. The Grants Office is authorized to conduct or request periodic review of project programmatic and performance records and to require corrective actions as needed to ensure compliance with applicable College, TBR, and funding agency requirements.
- e. The Restricted Funds Accounting Office reviews all fiscal reports prior to their submission to the funding agency.
- f. The Grants Office reviews all programmatic reports prior to their submission to the funding agency.
- g. The Grants Office and the Restricted Funds Accounting Office review all requests for budgetary and/or programmatic changes prior to their submission to the funding agency.

6. Pre-Award Spending

- a. Any expenditure or commitment of project funds in advance of the existence of an agreement between the College and the funding agency shall be considered pre-award spending. The agreement may be either a fully executed contract signed by both the College and the funding agency or a signed award letter from the funding agency.
- b. Pre-award spending will be permitted only in documented, exceptional circumstances, and must be requested in writing by the Project Director/Principal Investigator to the Grants Office.

7. Project Expenditures

- a. All expenditures on grant-funded projects require approvals from supervisory personnel according to College and TBR policies and procedures governing non-restricted funds expenditures. All expenditures of \$1000 or more per unit cost on grant-funded projects require prior approval from the Restricted Funds Accounting Office.
- b. Subcontracting of grant funds requires prior review through the Grants Office and the Restricted Funds Accounting Office.