

I. Compliance Standard

In order to comply with Southern Association of Colleges and Schools (SACS) institutional effectiveness requirements, grant programs must:

- A. Maintain conformity with stated Pellissippi State institutional values, purposes, and goals
- B. Maintain faculty/staff freedom of investigation
- C. Maintain clear identification of faculty/staff obligations for academic responsibilities and grant project goals and objectives
- D. Maintain institutional control of grant-based instruction/research
- E. Maintain a balance to prevent institutional fiscal dependence on external grant funding to replace operational funding.

II. Organization

- A. The Grant Development Office is a central institutional wide service designed to provide all phases of institutional and program funding identification and proposal development. A function of the Institutional Effectiveness, Research and Planning (IERP) Office, Grant Development works in cooperation with the Pellissippi State President, administrators, faculty and staff and acts as a clearinghouse to provide information on viable grant opportunities. Unless otherwise directed by the President, the Grant Development Office functions as the designated college representative to the funding agencies and organizations and is the primary point of contact for funding communications and negotiations for all grant activity. The Grant Development Office maintains a grant development resource facility on the Pellissippi State website.
- B. The Grant Development Specialist reports to the Director of IERP and will assist in the identification of appropriate funding sources for a specific project idea; develop a project idea (http://www.pstcc.edu/departments/grant_development/grdev_devprocess.php); assist in identifying appropriate partnerships; liaison with federal and state agencies, educational institutions and private foundations; guide budget development; advise on grant writing and help to write specific parts or ALL of the grant proposal; assist with grant review approvals; assist in the preparation of required agency forms and certifications; and ensure that proposals submitted are in accordance with agency guidelines and Pellissippi State and Tennessee Board of Regents (TBR) policies. The Grant Development Specialist is the institutional representative to funding source program officers.

III. Grant Development Process

- A. All Pellissippi State Community College federal, state, and external grant proposals must be coordinated and submitted through the Grant Development office in order to centralize monitoring of institutional resource commitments and administration. Training contracts for business/industry and Foundation proposals are excluded from this policy. [see Grant Development Procedure http://www.pstcc.edu/departments/grant_development/grdev_devprocess.php.]

- B. Identification of priority funding for grant projects will be in alignment with the College's Strategic Plan, long range institutional goals and departmental operational objectives. Projects which are not addressed by the Strategic Plan will not be pursued unless initiated with the president's approval.
- C. Initiation of grant projects by faculty/staff, departments, and/or divisions is encouraged. Participation in a grant development activity by faculty or staff is considered to be both professional development and service to the College and should be credited and recognized accordingly during the annual performance
- D. All proposed opportunities will be presented to the President and/or the appropriate Vice President for approval/disapproval. Departments and Divisions will be notified of Presidential approval/disapproval and recommended next steps to include assignment of the proposed project team.
- E. All grant applications/proposals must go through an internal review and authorization for release at least two weeks prior to submittal. The Vice President of Learning will review for project requirements, faculty and staff salaries, including faculty release time.
- F. Grant proposal budgets will be reviewed by the Business and Finance Office.
- G. Only grants that have been authorized and demonstrate support by the unit of origin and receive final authorization release by the Business & Finance Office, will receive final review by the President's Staff and/or the President.

IV. Award Implementation

- A. Grant projects will be administered in compliance with the awarding agency certifications and Pellissippi State institutional and TBR policies and procedures.
- B. Grant awards will be announced after all protocol, congressional, TBR, and college policies and procedures are met. The President will authorize the release of a grant award for public information.

Reference Documents: SAC's Criteria for Accreditation Section VI, 6.5 Externally Funded Grants and Contracts; TBR Policy 1-03-02-10 Approval of Agreements; TBR Policy A-010 Academic Program Proposals-inclusive

Approved: Executive Council, March 4, 1991
Executive Council, November 16, 1992
Editorial Changes, August 1, 1994
Reviewed/ Recommended: President's Council, March 6, 1995
Approved: Allen G. Edwards, President, March 6, 1995
Approved: Allen G. Edwards, President, November 17, 1998
Approved: President's Staff, January 24, 2006
Approved: Allen G. Edwards, President, January 24, 2006
Editorial Changes, July 2008, April 30, 2009, July 1, 2009