

I. Compliance Standard

In order to comply with Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC), state and federal policies, Tennessee Board of Regents (TBR) policies and Pellissippi State Community College (hereinafter “College”) policies, the College vice presidents will monitor grant compliance to:

- A. Maintain conformity with stated College institutional values, purposes, and goals
- B. Maintain clear identification of faculty/staff obligations for grant project goals and objectives
- C. Insure institutional control of all grant-based activities and expenditures
- D. Insure that external grant funding is not being used to supplant operational funding
- E. Insure that the grant project is on schedule to meet its benchmarks, goals, and objectives

II. Organization

- A. The Grant Development office is a central institution-wide service designed to provide all phases of institutional and program funding identification and proposal development. The Grant Development office is a part of the College Advancement Division. The Grant Development office works collaboratively with the Pellissippi State Community College president (hereinafter “president”), administrators, faculty and staff and acts as a clearing house 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. It is the primary point of contact for funding communications and negotiations for all grant activity. The Grant Development office maintains the grant development pages on the College website.
- B. The Grant Development director reports to the vice president of College Advancement and will identify appropriate funding sources for specific projects approved by the College president; work collaboratively with the administration-approved grant teams to develop grant projects, 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 all grant proposals; obtain grant review approvals from required College administrators; collaboratively work with grant team to complete required agency forms and certifications; and insure that proposals submitted are in accordance with state and federal guidelines, College policies, and TBR policies. The Grant Development director is the institutional representative to funding source program officers.

III. Grant Development Process

- A. All federal, state, private or 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.

- B. Grant projects will be in alignment with the College's Strategic Plan, long range institutional goals or 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, or divisions is encouraged with the immediate supervisor and dean's permission to commit time and effort. 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 are required to be reviewed by the Grant Development office, and the appropriate vice president, 14 working days prior to submission. The appropriate vice president will review for project requirements, faculty and staff salaries, and faculty release time. The College of Advancement office will notify the Grant Development office of any recommended changes.
- F. Grant proposal budgets will be reviewed by the Grants Accounting office.
- G. Only grants that have been authorized, with demonstrated support from the unit of origin, and have been reviewed and approved by Grants Accounting will receive final review by the president or president's designee.

IV. Award Implementation

- A. Grant projects will be administered in compliance with the awarding agency regulations, state policies, College policies and procedures, 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 all grant awards to the public.
- C. The principal investigator and affected division or dean will meet with the Grant Development office to review the post-grant checklist.
- D. The principal investigator or grant project director will notify the Grant Development office immediately of any scheduled visit of a representative of the granting agency.

Reference Documents: SACSCOC 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](#)

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