

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>BUSINESS SERVICES GRANTS ADMINISTRATION</b>	Procedure 6.2.12.1
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To assist the College and its employees in securing funding for campus improvements, academic programs, student support, administrative needs, special projects and other priorities, the College employs a part-time grants administrator. The grants administrator’s responsibilities include researching/identifying potential funding sources, guiding/coordinating grant writing teams, preparing/submitting final grant applications, and ensuring that all grant applications submitted by the College meet institutional standards for quality, sustainability and administrative approval.

I. Initiating a Grant Proposal

- A. The grant writing process involves the grants administrator, the grant initiator and subject matter expert (SME), the grant writing team, and the Executive Team.
  - a. The grants administrator is responsible for the application, including organizing the process, gathering and developing the content and any attachments, arranging for appropriate internal reviews of the documents, and submitting the application to the potential funder.
  - b. The SME is responsible for the project and the people, including providing current, accurate data about the problem to be addressed, details on how the project will operate and the results to be achieved; providing attachments and detailed budget information; managing any additional team members, and being available to the grants administrator throughout the process should questions or issues arise.
- B. The first step in writing a grant is to complete the Grant Notification Form (GNF), available from the Office of Institutional Excellence, Research, and Grants (IERG). The administrator can assist in completing the GNF, which describes the project for which the grant would be written. The form must provide enough detail for IERG and the Administrative Council to thoughtfully consider the proposed grant in relation to college priorities, available resources and project sustainability. Administrative Council approval must be received before grant writing may begin. Allow approximately two weeks for this critical step in the process.
- C. The SME will designate, in cooperation with the grants administrator, the grant writing team who will work together in developing the proposal. At a minimum, the grant writing team will be comprised of the grants administrator and the SME. In addition, the SME may choose to assign additional faculty/staff to the project. The SME will be responsible for securing participation of other grant writing team

members, as well as being ultimately responsible for completion of assignments given to those team members.

- D. The grants administrator and the SME will work together in developing a timeline that includes major elements and milestones needed to develop the application, with staff assignments and deadlines. Any adjustments to the timeline should be communicated clearly between the grants administrator and the SME.
    - a. The SME agrees to promptly inform the grants administrator of any developments that may impact the grant writing process. This could include changes in project scope, budget, or availability of information/team support needed to prepare the grant.
    - b. The grants administrator will communicate periodically with the grant writing team regarding progress of the application, including elements completed, remaining work, and upcoming deadlines.
  - E. If a problem occurs or an issue arises that could potentially impact the grant applicability, timeline and/or completion, the grants administrator will initiate a discussion with the SME and grant writing team about the viability of continuing the proposal writing process. If it is prudent to discontinue the proposal development, the grants administrator will make a recommendation on behalf of the grant writing team to the College President to do so. If there is disagreement among the grant writing team members about whether or not to continue work on the proposal, the grants administrator will present the information to the President, who will then make the decision
  - F. After a grant has been written, grant writing team members are encouraged to provide their feedback on the process to the grants administrator or the Director of Institutional Excellence, Research, and Grants, to aid in the continual improvement of these grant writing services
- II. For all submitted grants
- A. The grants administrator will communicate with the SME regarding progress of the grant through the approval process.
  - B. The grants administrator will notify the SME, the President, and the Administrative Council any decisions made regarding all grant applications.
- III. For all active, approved grants

- A. Each quarter, the grants administrator shall conduct a review of all grant-funded projects or programs to ensure that they are effectively and efficiently administered by the College.
  
- B. The SME, project director, supervisor, or other pertinent personnel will meet with the grants administrator to review:
  - 1. Program activity since the last review.
  - 2. Program activity planned for the next quarter.
  - 3. Progress toward satisfying the project or program goals as approved in the funded grant proposal. Specifically:
    - a. Are there actual or anticipated changes in project or program activity that might affect the ability to satisfy objectives? If yes, what recommendations can be made to correct the situation? Should the funding agency be notified of a program modification request? If yes, agree on a procedure to follow.
    - b. If changes are anticipated, what will be the impact on the project or program budget? Should the funding agency be notified and a budget modification requested? If yes, agree on a procedure to follow.
  - 4. Fiscal questions relating to administration of grant. Specifically:
    - a. Determine the rate and nature of expenditures are appropriate. Review billing, accounts receivable, and encumbered funds to ensure understanding and agreement between program personnel and the Business Office.
    - b. Status of cash or in-kind match expenditures, if relevant.
  - 5. Status of program reports required by funding agency including confirmation of due dates, information requested, personnel responsible for completing reports. Specifically,
    - a. Narrative program progress or final reports.
    - b. Fiscal reports, interim and final.
  - 6. Status of multi-year funding and application for continued funding, if relevant, including due dates, information requested, and procedures for submitting application.

Adopted: 11-14-2017