

Procedure:	Sponsored Programs	Procedure No.:	FI6005.1
Authority:	College President	Associated Policy Reference No.:	FI6005
Procedure Owner:	VP Admin & Financial Affairs	Responsible Party:	Sponsored Programs
Approved:	November 27, 1990		
Revised:	January 4, 2022		
Reviewed:			

Procedure

1. All requests by college employees to pursue grant funding should begin with a discussion with the appropriate Dean/Director/ VP. Consultation with the Office of Sponsored Programs to ensure required documentation and forms, including completion of the “Project Concept Form – New Grant Proposal” (PCF) should also occur in the early stages of the grant planning process.
2. The PCF documents the College’s internal approvals that are required prior to submitting a grant application or negotiating an agreement for external funding. The PCF additionally serves to:
 - a. provide the appropriate Dean/Director, VP, and any other relevant campus stakeholders (i.e., HR, IT, Facilities) with basic information regarding the project;
 - b. act as a checklist to ensure that all compliance obligations have been considered and are met, or are in the process of being met; and
 - c. provide information for institutional records on grants and contracts.
3. The Project Initiator meets with appropriate Dean/Director to discuss the project concept and review the PCF. If approved, the Dean/Director signs the PCF and forwards to the appropriate VP for review and approval. Once the VP reviews and signs the PCF, the Dean/Director (or Project Initiator) forwards the original fully executed PCF to the Office of Sponsored Programs.
4. Sponsored Programs staff assist the Project Initiator with identifying potential funding sources, developing proposals, and preparing grant application(s).
5. Sponsored Programs staff are responsible for obtaining any official signatures required on grant applications and for submitting all grant applications to funding sources. No other individuals or individual departments are authorized to submit grant proposals on behalf of the College without the approval of the President or his designee.

6. Sponsored Programs staff are responsible for coordinating approvals and signatures associated with external requests for support or partnership on grant opportunities. All letters of support and other materials requested by external or partner entities must be approved and signed by the President or designee.

7. If a grant request is accepted by the funding source, Sponsored Programs staff track the grant award through the appropriate college pathway (<\$50,000 acceptance procedure; ≥ \$50,000 procedure) for executive approval.
 - a. If the award is under \$50,000, Sponsored Programs staff initiates the “BCC Grant Acceptance Form.” This form is approved and signed by the Sponsored Programs director, Assistant Controller, VPAFA, and the President. Once the acceptance has been approved by all parties, Sponsored Programs staff establishes the grant budget account.
 - b. If the award is over \$50,000, Sponsored Programs staff prepares a “Board Agenda Item Request Form” to request recommended approval of the grant award as agenda and action items for the next meetings of F&F/BOT. Once the F&F/BOT have approved acceptance of the grant award Sponsored Programs staff establishes the grant budget account.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (5.11)</i>	03/31/2020	KP	<i>Secretary – VP Student Development</i>
Revised	02/16/2021	SC	Sponsored Programs Director
Revised	01/05/2022	SR	Sponsored Programs Director