



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3054      GRANTS MANAGEMENT PROCESS**

1. The process for initiating a grant proposal at Oklahoma City Community College is the same, regardless of whether the grant is being submitted through the College or through the Oklahoma City Community College Foundation on behalf of a College program.
2. Before an employee of Oklahoma City Community College initiates a grant proposal of any kind, regardless of the dollar amount being requested, he or she must contact the Office of Grants and Contracts and complete a Grant Registration and Approval Form. This form must be completed for all requests to organizations outside of the College to fund projects, requires the signed approval of the employee's direct supervisor and his/her respective President's Cabinet member, and must be promptly returned to the Office of Grants and Contracts.
3. Upon receipt of the Grant Registration and Approval Form, the Coordinator of Grants and Contracts will establish a timeline to be utilized by Project Directors and Principal Investigators to facilitate proposal completion.
4. President's Cabinet must approve all grant requests of \$25,000 or more. President's Cabinet must also approve grant proposals requiring a cash or in-kind College resource. Under these circumstances, the Grant Registration and Approval Form must be presented by the employee's President's Cabinet member for review by the full Cabinet. This form should be presented to President's Cabinet no less than 30 days prior to the grant's due date, unless other arrangements are made with the Coordinator of Grants and Contracts. The Grant Registration and Approval Form must be returned to the Office of Grants and Contracts within 3 days of being approved or declined by President's Cabinet.
5. Information regarding grant personnel must be established once the Grant Registration and Approval Form is approved by President's Cabinet. The Project Director will work with Human Resources to develop a detailed job description where required, establish salary level, and calculate benefits. Human Resources will review personnel information in the completed proposal before submission.
6. The consent of the President and/or President's Cabinet must be received before any department or program in the College may enter into a Memorandum of Agreement with another institution for grant purposes on behalf of the College as a whole. Letters of support to other organizations for the purposes of being used in another's grant proposal do not require consent of the President's Cabinet.
7. Final drafts of completed proposals must be sent to the Office of Grants and Contracts for review one week prior to the proposal or mailing deadline. During this time, the Coordinator of Grants and Contracts will review the completed proposal and ensure that the project complies with internal and external requirements; and the Office of Finance will review the grant proposal

budget for compliance and accuracy. The Coordinator of Grants and Contracts will obtain the required signature from the College's authorized signing authority. After all approvals and signatures are obtained, the Coordinator of Grants and Contracts duplicates, packages, and ships the proposal to the funding agency.

8. The President of the College, the Executive Director of Institutional Advancement, and the Provost/Vice President for Academic Affairs are the only authorized organizational representatives at Oklahoma City Community College permitted to sign grant applications. There may be grants that require signatures from Project Directors/Principal Investigators in addition to the authorized signature.

9. The Office of Grants and Contracts is the designated authorized institutional representative for all electronic/Internet based proposal maintenance and submission.

10. Project Directors and Principal Investigators are required to forward copies of documents such as award letters, denial letters, major budget changes, reports, and other important documents related to the College's grant proposals to the Office of Grants and Contracts.

11. Failure to adhere to any of the rules governing the grants management process at Oklahoma City Community College may result in a proposal not being approved for submission or a funded project not being accepted.

Revised Date: October 8, 2001

Revised Date: August 4, 2003

Revised Date: September 27, 2004