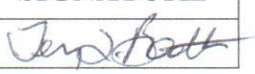
TITLE	GRANT DEVELOPMENT AND EXTERNAL FUNDING PROPOSALS	NUMBER
		6.83
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		March 16, 2017
OFFICE OF RESPONSIBILITY	VICE PRESIDENT FOR ACADEMIC AFFAIRS	SIGNATURE
		

I. POLICY

It is the policy of Central Carolina Technical College to pursue grants and external funding proposals that support the College's Mission, Strategic Plan, and Annual Goals. The purpose of grant development and external funding proposals will be to support the teaching and learning environment and to address specifically identified needs and gaps at the College. Grant proposals will be pursued that demonstrate a need supported by sound data and can be developed within the scope of the institution's Mission.

It is the responsibility of the Director of Planning & Grants to manage the grant development and proposal process for the College. Grant development may occur in the Learning Resources and Planning Department, or a grant proposal may be developed within a content area of the College. Regardless of the origin of development, the Director of Planning & Grants will be involved in the review of the proposal and will be provided documentation of the final proposal. All grant proposals to be developed for submission will be presented by the Vice President for the designated content area to the Executive Leadership Team (ELT) for consideration. All grant proposals to be developed beyond initial consideration will require the approval of the ELT. It is the responsibility of the designated content area department chair/program manager or director to assist in the development of the grant proposal to ensure that, if awarded, the grant will align with the unit's purpose and outcomes.

II. PROCEDURES

1. During the initial consideration phase of a grant proposal, the Director of Planning & Grants will meet with the content area to review the general grant guidelines, identify matches to the College's mission and goals, discuss needs, and determine if the project should be considered for the College based upon the initial discussion. This meeting should include, at a minimum, the Director of Planning & Grants, the VP for the content area, the content area specialist, and other individuals identified from the content area.

2. If the initial consideration meeting results in a consensus to proceed, the content area specialist will complete the Grant Project Review Request form to be presented to the ELT by the VP for the area.

3. Upon endorsement by the ELT to pursue a grant, the Director of Planning & Grants will work closely with the identified grant content area to develop a strategy for compilation of the required grant proposal for submission to the funding source. The Director of Planning & Grants will be the Grant Team Leader, and the grant content specialist for the grant will be identified from the organizational unit to receive the grant.

4. The Director of Planning & Grants will manage the workflow including the development of a plan for content needs assessment, data required, alignment with the College's mission and goals, a timeline, identification of any external support if appropriate, and the compilation of the proposal.

5. The Director of Planning & Grants will manage the process to ensure that the grant process runs efficiently and that the grant proposal is submitted with proper authorizations in a timely manner.

6. The Director of Planning & Grants will be responsible for the grant proposal compilation unless a specific content area requests to handle the process, and this is approved by the ELT. Regardless of which area of the College compiles and submits a grant, the Director of Planning & Grants will review the proposal prior to submission, and a copy of the grant proposal will be provided to the Director for records management.

7. The Director of Accounting will be provided a copy of the budget portion of the grant proposal during the development phase for input and approval, and the Vice President for Business Affairs must approve any commitment for the College to provide matching funds.

8. The Director of Planning & Grants will conduct an internal needs assessment on an annual basis to identify potential institutional gaps and/or opportunities for grant development on the divisional level. A roster of institutional needs will be compiled following this annual process to help guide grant development during the upcoming year.

9. In conjunction with the identification of the needs assessment, the Director of Planning & Grants will research possible funding sources and will make recommendations to appropriate areas when funding is identified to support the College's mission and goals.

10. The Director of Research and Institutional Effectiveness shall provide official institutional data and will assist in identifying reliable external data for grant proposals.

11. The Director of Planning & Grants will be responsible for identifying a functional workflow of procedures to guide the development and submission of the grant process, retaining information utilized in the proposal's development for later reference, and organizing the records following a grant submission for effective records management. One copy of the grant proposal will be provided to the grant content area in addition to the records stored in the Planning & Grants Office. Upon a grant being funded, a copy of the grant will be provided to the Director of Accounting.

12. The content area receiving the grant is responsible for the implementation, management, progress reporting, and evaluation of the grant if the funding is awarded. The Director of Planning & Grants will be available to review the grant proposal's content and to share information on how the grant was developed to assist with the initial implementation for the content area.

13. The Director of Accounting will be responsible for the financial reporting and reimbursement requests.

14. Reports and evaluation documents completed by the content area on the progress of the grant's implementation will be provided to the Director of Planning & Grants to ensure complete records management for each proposal.