I. PURPOSE:

To establish procedures for initiating, developing, processing, submitting, tracking, and administering grants and contracts.

II. PROCEDURE:

The Daytona State College (College) Office of Resource Development (RD) will work with all interested College personnel in preparing externally funded grants for the College. The College Counsel will work with College personnel in preparing contracts or agreements which involve the College.

GRANTS

A. PROCEDURE FOR INITIATING A GRANT PROPOSAL

The Office of Resource Development will serve as the reviewing central office for all College externally funded grant proposals.

An employee who wants to develop a grant proposal initiates the process by contacting the Office of Resource Development for assistance. Resource Development will present a summary of the proposal to the Senior Executive Staff. The summary will include a short narrative describing the grant, the funding source, due date, the dollar amount requested, matching funds requirements, and the name of the Project Director.

The Senior Executive Staff will determine that the project conforms with the institutional strategic plan and purposes. Approval will then be granted for further development. Grants that do not support the mission of the College or compromise College control over funded activities will be denied administrative approval.
B. PROCEDURE FOR DEVELOPING A PROPOSAL

The Resource Development staff will assist the writer(s) with advice and technical assistance in preparing the authorized proposal. A complete proposal draft must be delivered to RD at least five (5) working days prior to the published deadline in order to conduct a full editorial review of the proposal, process it for final approval by the President and the Board, and submit it.

C. PROPOSAL PROCESSING

When personnel salaries are proposed, RD will route a copy of the proposed budget to the Human Resources Department for review of personnel compensation, salaries, and fringe benefits. All personnel costs will adhere to College and State personnel guidelines and will be within existing institutional salary ranges. Award of a grant will not guarantee that a particular individual or employee will get a specific job, salary, or any compensation beyond what is currently earned. Undesignated positions will be filled through an open and competitive process.

RD will route a copy of the proposed budget to Grants Accounting for review and verification of the accuracy of budget figures. Unless prohibited by the funding agency, all grant applications will include administrative or indirect costs in the budget.

D. PROPOSAL SIGN-OFF

Upon completion of the grant application process, RD will review and add its approval to indicate that the project has met all College procedures and that it is ready for submission to the President and the Board. The finished project will be submitted to the appropriate vice president, associate vice president and/or dean for review in a timely manner.
The Chief Student Development Officer will review all proposals that include matching funds, both cash and in-kind. Once the proposal has been circulated for approvals in the appropriate areas, approval by the Chief Student Development Officer indicates institutional commitment to provide the match as stated in the proposal upon award of the grant. The project will be submitted to the President for final review and written approval prior to the deadline. Upon presidential signature, the proposal will be submitted to the funding source and to the Board for approval.

E. PROPOSAL SUBMISSION AND TRACKING

RD will submit the finished proposal to the funding source and then track it while being processed at the funding source. All proposals will have a written delivery receipt from the funding agency, a certified U.S. mail receipt, an overnight delivery receipt, or an electronic confirmation of receipt.

F. PROPOSAL AMENDMENTS

Any amendment to the proposed project that requires funding agency approval will be processed through RD.

G. ADMINISTRATION OF FUNDED PROJECT

Upon notification of funding, RD will assure that the project director, Grants Accounting and Marketing Department are notified. All externally funded grants and contracts will be administered by the project director, under that person’s supervising administrator. RD responsibility for administration of a project will be limited to technical assistance when requested and as a central office for monitoring of all College projects.
The Grants Accounting staff will assign appropriate account numbers and will be the chief accountant for the project. Employees working on grants, either paid from the grant or pledged as part of the cost share, will complete monthly time and effort reports. These monthly records will be electronically generated by the project director. Grants accounting will also receive these electronic reports. All staffing will be arranged through the Human Resources Department and all purchasing will be processed through the Purchasing Department.

H. PROJECT REPORTING

The funded department will be responsible for implementing the project and for submitting project reports to the funding agency. All financial reports are the responsibility of the Grants Accounting Office. The project director will cooperate in the preparation of these reports as needed. All reports will be reviewed by appropriate supervisors before submittal. RD will have no responsibility in the reporting process, although copies of all reports and correspondence concerning projects will be submitted to RD.

I. PROTECTION OF HUMAN SUBJECTS

An Institutional Review Board (IRB) will review research activities conducted by the College in order to safeguard the rights and welfare of human subjects. The IRB shall approve, require modifications in, or disapprove all research activities and will conduct a continuing review of approved research at appropriate intervals, but not less than once a year.

CONTRACTS

The original of all contracts/agreements shall be located with the Corporate Secretary for the Board. College Policy requires that the President or Board Chairperson sign all contracts/agreements. College Counsel will determine if a contract/agreement will be placed on the Board agenda for action.
All contracts/agreements should be forwarded to College Counsel by using the College Transmittal Form. This form requires signatures of the initiating College manager and appropriate vice president indicating review and approval to proceed. Funding required for contract implementation will need to be verified by the appropriate cost center manager whose funds will be utilized. Upon receipt of the contract/agreement, College Counsel will then review and work with College manager on finalizing such. Upon finalization, the contract/agreement will then be forwarded to the President for approval.

Contracts may include, but are not limited to the following documents:

1. Affiliation Agreements – A boilerplate contract will be used most of the time for these types of contracts
2. Sub-recipient agreements
3. Sub-awardee agreements
4. Articulation Agreements
5. Architect and Building Contracts – These contracts shall be prepared by the Office of Facilities Planning
6. Attorney Services – These are formed by the Attorney General
7. Property Leases
8. Tower Leases
9. Auxiliary Independent Contractors (i.e. bookstore, food service, child care, temporary employment services)
10. Computer (software and hardware maintenance)
11. Equipment and Maintenance Contracts
12. College Foundation, Inc. Contracts
13. Joint Use Agreements
14. Memorandum of Understanding (MOU)