

CCS Administrative Procedure

1.50.02-D Processing Grants

Implementing Board Policy [1.50.02](#)

Contact: Office of the Provost, 434-5062

1.0 Purpose

All grants and sponsored research proposals, including workforce and external funding requests submitted to an outside agency, indicating CCS/SFCC/SCC as lead institution or as a partnering institution, shall be reviewed and approved by the appropriate administrators via the [Intent to Apply for External Funding](#) form. All grants and sponsored research proposals shall also be reviewed by the Grants & Sponsored Research Office (G&SR), in consultation with the Provost or President, prior to submission. The review will verify: 1) that appropriate CCS administrators have approved the request, including any matching requirements; 2) that funding proposals are strategically aligned to include elimination of submissions to the same funders, if not appropriate; and 3) that required administrative oversight has been coordinated.

2.0 Definitions of Initiator, Grant Program Coordinator, Dean or Departmental Director

- 2.1 The grant or funding Initiator (often called the principal investigator or PI) is the person with direct responsibility for the funding proposal submission.
- 2.2 The Grant Program Coordinator (who may also be the principal investigator or PI) is directly responsible for the grant after a funding award. The Coordinator may report to the departmental Dean, Director, or other supervisor assigned by the college or district.
- 2.3 The departmental Dean, Director, or other immediate supervisor of the Initiator and/or the Grant Program Coordinator, is responsible for ensuring that the Initiator and Grant Program Coordinator comply with all CCS internal compliance processes and procedures, funder-specific, state, private and/or federal regulations, laws, certifications, terms and conditions.

3.0 Roles and Responsibilities of the Initiator

- 3.1 The initiator of a grant or workforce allocation proposal shall prepare and obtain the approval of the appropriate CCS administrators, as specified in the CCS Administrative Procedure [1.40.01-A Delegation of Authority](#) prior to proceeding with a funding proposal submission.
- 3.2 The initiator shall submit the [Intent to Apply for External Funding \(ITA\)](#) form with all appropriate approvals to the Grants & Sponsored Research Office. The G&SR will disseminate information to all stakeholders who may be impacted as reflected on the ITA form.
- 3.3 The initiator shall submit the grant proposal budget to a Business Office Budget Analyst for review and approval at least 5 business days, whenever possible, prior to grant submission. The Grants & Sponsored Research Office will assist the initiator with this review process.
- 3.4 The initiator shall ensure that any submissions that include human subjects research has gone through appropriate Institutional Review Board (IRB) processes, as specified in CCS Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#).
- 3.5 Whenever possible, the initiator shall submit a copy of the finalized proposal, the ITA with appropriate authorization and approved budget to the Grants & Sponsored Research Office a minimum of 3 business days prior to deadline for grant submission. The initiator shall inform the G&SR Office of the outcome of the grant proposal.

- 3.6 Initiator shall ensure that all funding proposals, submitted to funding sources which only accept submissions from 501(c) (3) not-for-profit organizations, shall be submitted through the Community Colleges of Spokane Foundation, in collaboration with the Grants & Sponsored Research Office. All requirements for submission, to include completion of the [ITA form](#) and budget approval, are the same; however, additional policies and procedures may apply, so initiators should plan accordingly.
- 3.7 Initiators will ensure that all award contracts with grant funders are reviewed and approved by the Grants and Contracts Manager, as well as, the Dean, Director, and/or supervisor and comply with Administrative Procedure [1.50.02-E Processing Contracts](#)
- 3.8 Initiators of federal funding proposals will complete the required research training module prior to submission of the proposal, as required in the CCS Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#).

4.0 Roles and Responsibilities of the Grant Program Coordinator

- 4.1 Grant program coordinators are responsible for adhering to all CCS internal compliance processes and procedures, any funder-specific, state, private and/or federal regulations and laws, policies and procedures, as well as certifications/terms and conditions of the grant program.
- 4.2 The grant program coordinator will regularly communicate with the departmental Dean or Director regarding status of budget, grant personnel, compliance concerns, formative evaluation and/or progress on statement of work and programmatic outcomes.
- 4.3 Grant program coordinators are responsible for managing the daily operations of the grant activities to include supervision of grant-funded personnel, tracking time and effort, managing grant budgets, as well as any in-kind or matching commitments. Grant program coordinators are also responsible for identifying additional resources, collaborating with relevant internal and external stakeholders, assisting participants, reporting grant activities and all aspects of the grant project to meet the requirements of the grant statement of work and grant outcomes.
- 4.4 Grant program coordinators are responsible for communication of grant activities and outcomes to include program materials, evaluation and reporting of progress towards grant goals and outcomes, and external promotion of grant services and initiatives in coordination with the CCS Public Information Officer.

5.0 Roles and Responsibilities of the Department Dean, Director, or Supervisor

- 5.1 Departmental Dean, Director, or supervisor is responsible for ensuring that all CCS internal compliance processes and procedures, state and/or federal regulations regarding grants and sponsored research are complied with in a timely manner.
- 5.2 Departmental Dean, Director, or supervisor is responsible for ensuring that all program-specific and funding agency rules, regulations, deadlines, certifications, terms and conditions, and reporting requirements are complied with in a timely manner, to include time and effort certification approval.
- 5.3 Departmental Dean, Director, or supervisor is responsible for monitoring the grant budget and overall fiscal and program accountability for the outcomes of the grant-funded program.
- 5.4 Departmental Dean, Director, or supervisor is responsible for supervision of Grant Program Coordinator (or PI)
- 5.5 Departmental Dean, Director, or supervisor will ensure that all reporting to grant funders is submitted in a timely manner and copies of submitted reports are forwarded to the Grants & Sponsored Research Office.

6.0 Roles or Responsibilities of the Grants & Sponsored Research Office (G&SR)

- 6.1 The G&SR office shall provide assistance to CCS faculty and staff with grant opportunity identification, pre-award and submission requirements for successful grant development. The Director of G&SR is designated as an institutionally Authorized Organizational Representative (AOR) for grant submission purposes.
- 6.2 The G&SR office shall provide assistance with post-award implementation and compliance, in collaboration with the CCS budget analysts, district compliance and contracting personnel, as well as the dean, director, or supervisor.
- 6.3 The Grants & Sponsored Research Office shall communicate award funding decisions to all stakeholders, and will communicate with funders regarding status of official award notification or initiation of funder follow-up, if not awarded.
- 6.4 The G&SR Office will maintain grant development resources and will support a culture of grants and sponsored research at CCS through professional development opportunities.
- 6.5 The G&SR Office will track grant submissions and awards and will regularly report to stakeholders regarding status of funding awards and allocations

7.0 Related Information

- 7.1 [Intent to Apply for External Funding, CCS eForm](#)
- 7.2 Administrative Procedure [1.40.01-A Delegation of Authority](#)
- 7.3 [Grants & Sponsored Research Office](#)
- 7.4 Administrative Procedure [1.50.02-E Processing Contracts](#)
- 7.5 Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#)

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