

Policy

Policy # 7.03.01

Effective Date 1/30/02
 Revised Date: 05/27/15

<i>(Impact Area - Dept Name)</i>	<i>(General Subject Area)</i>	<i>(Specific Subject Area)</i>
Business Procedures	Grants Coordination	Grants
Fund Development	Author: Grants Coordinator	Supersedes Policy #
Relates to Procedure # 7.03.01	Impact:	
Legal Citation (if any):		
<i>North Idaho College</i>		

Policy Narrative

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It is the policy of North Idaho College that college departments may prepare grant or contract proposals for funds from federal departments, state and local governmental agencies, business organizations and private foundations, provided the project is within the scope of the mission of the department and college and is brought forward with administrative approval. This policy is supported by business procedure.

This policy and supporting procedure do not apply to:

1. Formula grant applications such as the Title IV Federal Financial Aid grants, Carl Perkins vocational education grants, Workforce Investment Act funding, and grants administered by the Idaho State Department of Professional-Technical Education or the Idaho State Board of Education;

2. Grant applications submitted to external organizations through the NIC Foundation, Inc., the NIC Booster Club, Inc. or to internal grant applications submitted to the NIC Foundation, Inc.

Authority

The authority to bind the college to the terms and conditions of an agreement has been delegated by the NIC Board of Trustees to the president and/or vice president for finance and business affairs. The final approval for grants and contracts rests with the president.

Any employee who applies for a grant or seeks to enter into a contract on behalf of North Idaho College must first have the prior approval of President's Cabinet. Grant agreements or contracts must be signed by the president or vice president for finance and business affairs prior to any grant activity. College facilities and resources shall not be used in support of an unauthorized grant or contract.