

Procedure

Procedure #7.03.01

Effective Date: 1/30/02

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| <p><i>(Impact Area – Dept Name)</i></p> <p>Business Procedures Fund Development</p> | <p><i>(General Subject Area)</i></p> <p>Grants Coordination</p> | <p><i>(Specific Subject Area)</i></p> <p>Grants</p> |
| | <p>Author: Jack Purdie, Grants Coordinator</p> | <p>Supersedes Procedure # NEW</p> |
| <p>Relates to Policy #7.03.01</p> <p>25.07.00</p> | <p>Impact:</p> | |
| <p>Legal Citation (if any):</p> | | |
| <p><i>North Idaho College</i></p> | | |

Procedure Narrative

[Page 1 of 3]

North Idaho College encourages faculty and staff to seek additional funding in the form of grants for appropriate activities and programs. This procedure governing grant applications is designed to promote communication and cooperation between individuals involved in funds development.

1. The grant application process begins by requesting a "Grant Concept Form" from the NIC grants coordinator or from the college web site. This form should be completed, signed by the person completing the form, the employee's supervisor and appropriate vice president, and returned to the grants coordinator.
2. The grants coordinator will review the "Grant Concept Form" checking for possible collaborative opportunities with other grants or fund raising initiatives. The grants coordinator will also check for possible conflicts with other NIC grant applications, ensure that any proposed grant-funded activities are appropriate to

the mission of NIC, and ensure that the proposed activities are in alignment with college policies.

3. The grants coordinator will file the "Grant Concept Form" (see 25.07.01) along with other accompanying materials, send a copy to the appropriate vice president, and notify the grant applicant that s/he may proceed with the application process.
4. The originator of new grant-funded proposals, hereafter known as the "Project Director", will follow the "Funding Priority Agenda" process (see 25.07.02) established by the Office of Development.
5. NIC administrative offices will not process purchase orders, employment notices, invoice vouchers, travel authorizations, etc., unless the "Grant Concept Form" has been approved and the "Funding Priority Agenda" process has been followed as previously described. Completed grant applications must be signed by the college President and/or by the vice president for administrative services. A copy of the completed and signed grant application should be forwarded to the grants coordinator and will be included in the project file.
6. In cases where a grant application is funded, copies of the award letter should be sent to the grants coordinator by the project director and will become part of the grant file. The project director (normally identified in the grant application) shall be responsible for following all regulations pertaining to the grant project. The grants coordinator will assist the project director in this process. Copies of any required reports sent to the granting agency should be sent to the grants coordinator for inclusion in the grant file, as should all correspondence sent from the granting agency to NIC concerning the grant project.
7. All first-time grant applications will follow the above procedure. After the first-time grant application, recurring grants from the Area Agency on Aging, Head Start, the Center for New Directions, and Adult Basic Education need not complete a "Grant Concepts Form" or follow other provisions of this procedure, unless their grant applications impact or involve other college divisions or departments. This procedure does not apply to grants from the North Idaho College Foundation. This procedure does not apply to formula grant applications such as the Title IV Federal Financial Aid grants, Carl Perkins vocational education grants, Workforce Training Center contracts, and grants administered by the Idaho State Department of Professional-Technical Education or the Idaho State Board of Education. However, copies of all recurring grant requests and grant awards should be forwarded to the grants coordinator, who will act as repository and archive for all grants information and data for the college.

Definitions:

Grants: Grants are funds or resources given to the applicant to support research, conferences, travel, education, construction, equipment, health, welfare, performing and creative arts, and other programs and projects which do not result in a specific service or end product that is delivered to the granting agency. Grants are almost always given to projects or programs originated and defined by the applicant.

Contracts: Contracts are funds or resources given to the applicant based on a specific agreement for work requirements, services, or products specified by and delivered to the funding agency.