



Century College Policy

7.7.0.2 Development and Management of Federal Grants

7.7.0.2 Development and Management of Federal Grants Procedure

Purpose:

To provide procedure guidance for fund development activities designed to generate federal grant support to advance the mission of the Century College. For non-federal, corporate and private foundation grants procedure, see 7.7.0.1 Development and Management of Non-Federal, Corporate and Private Foundation Grants Procedure.

Definitions:

- **Grant Oversight Team:** Once a grant is approved and awarded, a group of individuals will be identified to manage the implementation of the grant and will include an identified grant project manager/principal investigator and other appropriate stakeholders, such as representatives from the Foundation, Business Office, Office of Institutional Effectiveness, as well as faculty, staff, and/or administrator. The purpose of this group is to ensure the effective implementation, management, and reporting of the grant for the duration of the grant.
- **Request to Submit an External Grant Proposal:** Form completed by member(s) of Century College that outlines the grant proposal. The purpose of the form is to request to submit an external grant.

Procedure:

Members of Century College and the Century College Foundation may explore possibilities and identify grants to support the work of the College. The development of a grant idea can be generated by an individual or a group of individuals and starts with a consultation process, proposal submission, supervisor review, and approval by the division Vice President. All grants that require college financial resources, including but not limited to, in-kind, match, or other resources that are not paid by the grant will require the College President or designee's approval before the grant can be explored. Sufficient time should be allocated to complete the necessary steps for submission, review by multiple stakeholders, and approval before the grant writing begins.

Step 1. Grant Exploration and Proof of Concept: Discuss the grant opportunity proof of concept with direct supervisor as soon as possible, preferably with as much lead time before the grant is due (e.g., four to six weeks before the grant is due). This discussion will identify how the grant is in alignment with Century College's strategic plan and determine if the grant will move ahead to proposal development.

Step 2. Proposal Development with Request to Submit an External Grant. If the proof of concept is approved, then the process moves to the development of a proposal. The proposal must clearly outline the purpose of the grant, how the grant will be used to support the work of the College, the duration of the grant, and must explicitly state what college financial resources may be required to support the grant's submission.

Information should be collected and used to complete the *Request to Submit an External Grant Proposal* form. If an external grant consultant/writer needs to be contracted to assist with writing the grant application, the costs associated should be indicated on the *Request to Submit an External Grant Proposal* form. Hiring an external grant consultant/writer must follow campus budget development policy. At this stage, the proposal submitter should also consult with all other appropriate department(s) that are impacted by the proposal.

Step 3. Proposal Routing and Approval: The completed *Request to Submit an External Grant Proposal* should be routed for review and approval by the direct supervisor and/or division Vice President. All federal grant requests will be sent to the College President for review and approval. If the Century College Foundation is included in the grant proposal, consultation with the Century College Foundation Director is also required at this step. Allow for at least two weeks for the proposal routing and approval, within as much lead time before the grant is due.

Step 4. Writing the Grant: If the proposal is approved, the writer of the grant proposal can move forward with writing the grant. If college budget was approved to contract with an external grant consultant/writer to assist with writing the grant application, the grant consultant/writer can also move forward with establishing the grant consultant/writer contract. The writer of the grant proposal is responsible for writing, reviewing, submitting, and communicating the status with stakeholders, including College administration. The development of a federal grant is a highly collaborative process involving key stakeholders and college leadership and the writer of the grant proposal should include relevant stakeholders at all stages of the grant writing process. A draft of the grant proposal will be shared with the supervisor and appropriate division Vice President for review with as much lead time (e.g., ideally five to seven days) before the grant is submitted. A copy of the final grant proposal will be sent electronically to both the supervisor and the appropriate division Vice President before final submission.

Step 5: Submitting the Grant: The writer of the grant proposal or the writing team's designee is responsible for submitting the grant to the federal government and making sure that they have the appropriate access and permissions to submit the grant as specified in the request for proposals.

Step 6: Grant Management: When a federal grant is awarded, a copy of the award letter will be forwarded to the supervisor and key college leadership. Each funded grant will be managed by a grant oversight team, which typically consists of an identified project manager/principal investigator and other key stakeholders. Grant management includes the oversight of the budget, management of grant activities and implementation, ensuring that grant activities and budget meets grant goals and timelines, and submitting reporting requirements.

Attachments:

- Request to Submit an External Grant Proposal Form

References:

Minnesota State Colleges and Universities Board Policy 7.7, Gift and Grants Acceptance
Minnesota State Colleges and Universities Board Policy 7.7.1, Gifts and Grants

Acceptance Reporting Form
Minnesota Nonprofit Corporation Act: Chapter 317 A
Minnesota Statutes Chapter 309 (act of June 1, 1995, ch.235)
Minnesota Statutes sections 136.67 and 136.143

Date Proposed: 12/10/2020

Date Approved:

Date Implemented:

Date Last Reviewed:

Date Revised:

Date Revised: 4/20/2022

Date and Subject of Revisions:

April 2022 Split policy and procedure. Clarified formal procedure for grant proposal approval.