

Mountwest Administrative Procedure

Grants

This procedure is relative to any person(s) pursuing and/or receiving grant funds or carrying out activities related to grants. The purpose of this document is to ensure effective communication, time management, fiscal responsibility and grants management on behalf of Mountwest Community & Technical College.

Pre-Application/Award

1. *Eligibility of Applicants*

An applicant submitting a grant proposal on behalf of Mountwest Community & Technical College must be a full-time employee of the institution. However, he or she may have a co-principal investigator who is not a full-time employee.

Exceptions to this rule are only in cases where the institution is submitting a proposal in partnership with another institution(s) or agency. In such cases, a full-time employee must act as Mountwest's primary point of contact.

2. *Researching the Funding Source*

Each applicant should thoroughly review the application package and funding guidelines for each funding opportunity. Ideal funding opportunities are those that complement existing activities, address a strategic focus area of the institution or further the mission of Mountwest Community & Technical College as a whole.

Applicants may directly contact local, state or federal government agencies for more information on submission procedures.

An applicant must have an approved Intent to Submit form prior to contacting private funding sources for matching, sole or other funding. Private sources include, but are not limited to: businesses, corporations and corporate, private and public foundations.

3. *Applicant Authorization*

Minimum Time Required: 3-5 business days

Once the applicant has identified a viable funding source, he/she must submit an Intent to Submit form to his/her division dean. Upon approval from the dean, the applicant is responsible for routing his/her form to the Director of Development for approval.

The applicant should be prepared to provide information regarding the funding agency, amount, brief project description, submission deadline and additional resources required (i.e. matching funds).

After the Intent to Submit is reviewed by the Director of Development, the applicant will be notified by email whether he/she has been authorized to continue with the application process. If the project is approved, the applicant's Intent to Submit will be distributed to the President's Council.

If an Intent to Submit is denied, justification will be provided to the applicant at that time. The Director of Development is available to discuss the denial of an Intent to Submit; it is the responsibility of the applicant to arrange that meeting.

4. *Proposal Preparation*

- a. At this stage, it is recommended that the applicant identify a principal investigator (PI); in many cases, the PI will be the applicant. The PI is the Mountwest employee who best understands the scope of the project; the effort committed to it by faculty and staff; and the relationship of that project to other projects with which resources may be shared. Accordingly, the PI must also exercise appropriate oversight of the overall finances of the project.
- b. The applicant should carefully follow instructions and guidelines provided by the funding agency. He/she should seek assistance from his/her department chair, dean or director of development for questions that may arise during the application process. The applicant is strongly encouraged to discuss the budget with an appropriate business services representative. The Director of Human Resources & Employee Development must be consulted on all personnel components of the proposal (i.e. the creation of new positions, job descriptions, compensation).

5. *Project Partners*

Written letters of support should be obtained from all partners participating in the project outlining the responsibilities of the partners. It is at the discretion of the applicant and his/her supervisor whether a contract or letter of support is necessary for the partnership.

If a contract is required, applicants should notify their dean immediately, as only the President and his/her designee are authorized to enter into a contract on behalf of the College.

Any and all matching funds must be clearly documented.

6. *Approval to Submit*

Minimum Time Required: 5-7 business days

Before submitting a final proposal to the funding agency, the application must be approved by the following parties:

- | | |
|---------------------------|---------------------------|
| ▪ Division Dean | ▪ Director of Development |
| ▪ Chief Financial Officer | ▪ President |

It is the responsibility of the applicant to route the approval form and complete application package to the appropriate parties for approval. It is recommended that a minimum of five business days be allowed for review and changes, if necessary.

The Director of Development is responsible for obtaining the president's signature and returning approved documentation to the applicant.

7. *Revisions Prior to Submission*

If any of the approval parties listed above require revisions to your proposal, changes must be made prior to submission and the applicant must repeat Item 6—Approval to Submit prior to submission.

8. *Submission to the Funding Agency*

Upon obtaining approval from all the necessary parties, the applicant is responsible for submitting the completed application package to the funding agency and providing a final copy of the submitted application to the Office of Development.

The Director of Development is the only individual authorized to submit federal grants on behalf of the institution. All federal grants must be submitted through the Office of Development.

Post-Award

1. *Notification from the Funding Agency*

a. Notification of Award

- Official notification of an award is contained in a Notice of Award from the funding agency. A copy of the award letter must immediately be forwarded to Office of the President and the Office of Development.
- No one may accept an award on behalf of the institution except the President or his designee.
- Upon official acceptance of the award by the President, a request for New BANNER Fund Form must be submitted to the Controller. Upon receipt of the form, a new BANNER fund will be assigned and the dean and/or requestor will be notified of the assigned grant fund.

b. Notification of Rejection

If a proposal is not funded, the applicant should notify the Director of Development. The applicant should then write to thank the funding agency panel for reviewing the submission and request the reviewers' comments, if they have not already been provided.

2. *Starting the Project and Spending*

If the Notice of Award reflects the exact budget, terms and conditions proposed in the submission, the project may begin.

If the Notice of Award contains terms different from those in the proposal, please contact the Office of Development before beginning the project.

For all projects, purchases may not be made until funding is received and a BANNER fund has been established.

The PI must request access to this BANNER fund by submitting a [BANNER Finance Privilege Request Form](#) to the Office of Information Services.

The PI is expected to approve all expenditures/purchases from grant funds. In doing so, he/she certifies that they are within the scope and budget of the grant.

3. *Distribution of Indirect Costs*

Any additional revenue generated from indirect cost recovery associated with the grant or contract will be distributed at the discretion of the President.

4. *Reporting*

All grant-related reports are the responsibility of the PI and should be submitted in cooperation with the Office of Development. Likewise, the PI should work cooperatively with the CFO to submit all financial reports in a timely manner.

A copy of the final report should be submitted to the Office of the Executive Dean to go on record as institutional research. A copy should also be provided to the Office of Development.

5. *Sustainability*

The PI must submit a Program Sustainability form to the Office of Development prior to completion of the first year of a multi-year grant and six months of a one-year grant. The supervising dean has discretionary authority to require the completion of the Program Sustainability form at an earlier date.

If the grant funds a new or existing program that the applicant, in cooperation with his/her dean, plans to continue, the Program Sustainability form must be submitted to ensure that adequate resources are available/allocated. The President and CFO will review and make final determinations on the request.

For those individuals needing no additional funds to sustain their programs, the PI should still submit the Program Sustainability form, completing only the sections relevant to his/her program, as a formal record.

Receipt of Funds

Payment of all grant funds raised to benefit Mountwest Community & Technical College, its divisions, centers, institutes, departments and programs should be remitted to:

Mountwest Community & Technical College
Office of Business Services
PO Box 1539
Huntington, WV 25716

Enforcement

Enforcement of the Administrative Procedure for Grants is the responsibility of the Office of Development. The responsible office will contact the appropriate authority regarding faculty or staff members who violate the procedure.

Mountwest Community & Technical College acknowledges that this document may not anticipate every possible issue that may arise. Mountwest, therefore, reserves the right to make reasonable and relevant

decisions regarding the enforcement of this procedure. All such decisions must be approved by the college President and/or CFO.

Effective Date: January 5, 2012

Approved by: Dr. Keith Cotroneo, President

Signature: _____

A handwritten signature in blue ink, appearing to be 'K. Cotroneo', is written over a horizontal line. The signature is stylized and cursive.



Grant Proposal Checklist

Directions

1. Read the corresponding *Administrative Procedure for Grants*.
2. Complete the Intent to Submit form prior to beginning the application process.
Note: The applicant should have already researched the funding agency at this point.
3. Obtain the appropriate signatures on the Grant Approval form prior to submission.
4. The applicant is responsible for the final submission of his/her grant proposal in a timely manner.

Checklist

Researching the Funding Source

- Initial research completed on funding opportunity.** You will be expected to provide justification for why the potential funder is suited to meet your needs.
- Identify principal investigator.**

Applicant Authorization

- Intent to Submit: Approval from Dean.** *(Signature required)*
- Intent to Submit: Approval from Director of Development.** *(Signature required)*

Proposal Preparation

- Review the budget with the CFO or his/her designee.** *(optional)*
- Consult the Director of Human Resources & Employee Development on personnel components.** *(Signature required on Grant Approval Form)*

Project Partners

- Written documentation from all funding partners.**

Approval to Submit

- Grant Approval Form: Approval from Dean.** *(Signature required)*
- Grant Approval Form: Approval from CFO.** *(Signature required)*
- Grant Approval Form: Approval from Director of Human Resources & Employee Development.** *(Signature required)*
- Grant Approval Form: Approval from Director of Development.** *(Signature required)*
- Signature of College President.** The President's signature is required on the Grant Approval Form. Also review individual funding guidelines to determine if the President's signature is required on your submission. If his signature is required, please denote on your Grant Approval Form. In all cases, the Director of Development will route your proposal to his office.
- Requested changes made and resent for final approval.**
- Completed package returned to applicant by the Director of Development for submission.**

REQUIRED for all proposals submitted on behalf of Mountwest Community & Technical College. This form must be submitted and approved prior to the preparation of a grant proposal.

OFFICE OF DEVELOPMENT USE ONLY

Date Received:

Proposal No.:

Applicant Information		
	Principal Investigator	Co-Investigator
Applicant Name:		
Title:		
Division/Department:		
Campus Phone:		
Mountwest Email:		

Grantor Information		
Funding Agency:		
Agency Program Title:		
Funding Opportunity #:		
Deadline Information:	<input type="checkbox"/> Electronic Submission <input type="checkbox"/> Hardcopy Submission Date: ___ / ___ / ___ Time: ___ : ___ Date: ___ / ___ / ___ Time: ___ : ___ <input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Status: <input type="checkbox"/> New <input type="checkbox"/> Continuation Award No. _____	Source: <input type="radio"/> Federal <input checked="" type="radio"/> State/local <input type="radio"/> Private	Purpose: <input type="checkbox"/> Institutional <input type="checkbox"/> Instruction <input type="checkbox"/> Student Services <input type="checkbox"/> Other
Have you reviewed the application package and funding guidelines? <input type="radio"/> Yes <input type="radio"/> No		
Please identify why you believe this grantor is best-suited to fund your project.		

Project Information	
Project Title:	
Amount of Request (est.):	
Total Project Cost (est.):	
Duration of Project:	
Project Description:	

Signature and Approval

After completion, please sign and submit to the Director of Development.

By submitting this request, I affirm that the facts set forth are true and complete to the best of my knowledge. I understand that any false statements, omissions or other misrepresentations made on this form may result in the denial of my request to submit. I am familiar with the institution's Administrative Procedure on Grants and will adhere to its guidelines during all phases of this project.

Applicant Name (please print)

Division Dean (please print)

Applicant Signature

Dean Signature

Date

Date

OFFICE OF DEVELOPMENT USE ONLY		
<input type="checkbox"/> Approval Granted	<input type="checkbox"/> Request Denied	
Comments/Reason for denial:		
Director of Development Signature:		Date:



GRANT APPROVAL FORM

Authorization to Submit

This form is **required** for all proposals submitted on behalf of Mountwest Community & Technical College. This form must be approved **prior** to the submission of a grant proposal.

Contact Information		Principal Investigator	Co-Investigator
	Applicant Name:		
	Title:		
	Division/Department:		
	Campus Phone:		
	Mountwest Email:		

Time & Budget Information	Initial Project Period: ___ / ___ / ___ to ___ / ___ / ___	Initial Request: \$
	Entire Project Period: ___ / ___ / ___ to ___ / ___ / ___	Total Project Request: \$

PROPOSAL BUDGET SUMMARY

All proposals must include a complete budget reflecting full costs of the project. Any costs not reimbursed by the sponsor must be clearly identified along with the source(s) of funds to cover them. A detailed proposal budget and narrative must be attached.

Are indirect costs available through this funding opportunity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, does the sponsor limit indirect costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the indirect cost limit specified?		
Does this project require cost sharing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what are the sponsor's guidelines?		

		COST SHARING* (describe below)			
	Sponsor	MCTC In-Kind	MCTC Cash	Third Party	TOTAL
	Personnel				
	Other Direct Costs				
	Equipment				
	Indirect Costs				
	TOTAL				
Description of Cost Sharing		Amount	Fund/Org.	Approval of Fund Manager	

For questions, contact Sheanna Spence, Director of Development
 Pullman Center | phone 304.696.3254 | fax 304.522.3023 | spences@mctc.edu

Resource Information	Physical location of proposed activity:	Building:	Room:
Does the project:			
1.	Involve additional faculty/staff other than those of the PI or Co-PI? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Require additional personnel, lab and/or office space? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Require renovation of existing space? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Disclose confidential information? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Obligate MCTC to funding beyond the project period? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Require the establishment of new academic programs? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Expect to generate revenue? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Provide for a subcontract? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Require IT support in excess of typical services provided? If yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Is the College President's signature required for submission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REVIEW & APPROVAL

*The signatures below indicate review and approval of the attached proposal and the items specified in this Grant Approval Form. *Signatures must be secured in the order listed below.*

1. Principal Investigator:	Date:	3. PI's Dean:	Date:
2. Co-Principal Investigator:	Date:	4. Co-PI's Dean:	Date:
5. HR & Employee Development Director:	Date:	6. Director of Development:	Date:
6. CFO:	Date:	7. President:	Date:

For questions, contact Sheanna Spence, Director of Development
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