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INTRODUCTION

Niagara County Community College encourages faculty, staff and administrators to be aware of and seek out external funding opportunities to support institutional goals and objectives as outlined by its mission and strategic plan.

This manual has been developed to guide and facilitate active involvement of all college personnel in grant funding opportunities. It is designed to serve as a reference that provides guidance to explain the college's policies and procedures regarding the grant proposal process and grant administration responsibilities and policies.

All requests for outside funding are centralized within the Grant Office and must be processed through and approved by the department prior to submission for signature by the President of the college. It is the goal of the Grants Office to facilitate the successful solicitation of external funding for program implementation and enhancements, equipment acquisition, professional development, service projects, outreach, and other activities.

For assistance with researching funding opportunities, writing proposals and other grant-related tasks, please contact:

Megan Dean
Director of Grants
(71) 614-5932
mdean@niagaracc.suny.edu

OVERVIEW

The Purpose of the Grants Office

- i. To provide leadership in planning for and securing external grant funding in order to advance the college's mission and strategic priorities.
- ii. To conduct research and advise the college community of funding opportunities.
- iii. To support proposal development, submission and management oversight of grant projects that result in successful proposals.
- iv. To equip and empower faculty, staff and administrators with the knowledge and skills needed to participate in the grant making process at Niagara County Community College.

Services Available

Research: Grant funding sources can be identified in several ways. The Grants Office conducts ongoing research on grant opportunities and informs faculty and staff about grants that become available. Also, faculty and staff may identify potential funding sources and request that further research is conducted. For assistance in identifying funding sources to support a specific project, contact the Grant Office.

Preliminary Planning: Please make the Grants Office aware of any grant-seeking activities before beginning work on a proposal. The Grants Office is available to coordinate planning meetings to discuss project ideas, assist with preliminary program and budget development and to analyze proposals for consistency with college priorities and strategic fit with the requirements of the funding source. To initiate grants planning, please contact the Grants Office.

Proposal Writing and Editing: The Grants Office reviews and edits, if necessary, all proposals submitted by the college to ensure that proposals are well-written and complete. For most large government grants, the Grants Office serves as the primary writer of the proposal and/or edits sections written by grant development team members. Sufficient lead time for proposal review is required prior to submission and faculty and staff should inform the Grants Office of a pending grant submission as soon as possible.

Coordinate Grant Submissions: Final submission of grants must be coordinated by the Grants Office. Most large federal grant requests are submitted by the Grants Office to ensure that forms are accurately completed, all required documentation is included and that submission deadlines are met. All grant applications submitted with NCCC as a lead agency or partnering agency must be routed through the Grants Office.

Grants Administration: The Grants Office plays a limited role in the administration of funded projects. The Grants Office can help grant Project Directors solve problems, interpret funding guidelines, offer advice on interacting with the funding agency's program officer, and provide feedback on reports.

GRANT POLICIES AND PROCEDURES

To ensure that all submitted grant applications are developed with the approval of the college administration, are strategically designed to meet recognized college goals and community needs, and do not create a conflict with other fund development initiatives, the following regulations have been established:

- Grant initiatives, projects, collaborations and other grant-related activities will be conducted through the Grant Office;
- Faculty and staff developing a grant application will be responsible for obtaining pre-approval from their supervising Division Chair and the VP of Academic Affairs and submitting a copy of the approval to the Grant Office prior to the substantial development of a grant application. *(Please see Appendix A for sample form)*
- Upon receipt of a pre-approval, the Director of the Grants will assist college personnel with the preparation of grant proposals and will ensure compliance with grant guidelines, procedures, and timelines.
- College personnel will provide the Grant Office with copies of relevant Requests for Proposal, proposal applications, related notes, application forms, and other pertinent correspondence for all grant applications that are submitted in the name of the college.
- All grant proposals and reports must be submitted to the Grants Office two weeks prior to the deadline.

Priorities for Grant Project Development

Grant projects are most effective when they are developed to address real needs and are consistent with the college's mission and goals. Priority and approval is given to projects that support:

- 1.) Equipment and resources for programs to which the college is already committed.
- 2.) Other elements of programs (e.g. curriculum development, student support services) to which the college is already committed.
- 3.) New programs that enhance specific aspects of the college's long range plan and current priorities and are self-supporting for their duration.
- 4.) New initiative that may not be self-supporting, but would enhance specific areas of the college's long-range plan or current priorities. Such projects could last the life of the grant or be designed for eventual institutionalization into ongoing operations of the college.

Please see Appendix B for the decision making matrix used to determine the priority level for the proposal.

Approval of Grant Submissions

Upon review and approval, grant proposals will be processed by the Grants Office to obtain the approval of the college's President and necessary signatures. All requests for outside funding are centralized within the Grants Office and must be approved by the Office prior to submission.

No member of the NCCC community should use the name of the college or present him/herself as representing the college in securing financial or in-kind support without first seeking the approval of the Foundation or Grants Office. Additionally, no NCCC employee should support or offer a commitment of support to any external grant applications without first seeking the guidance of the Grants Office. This policy will ensure that the college avoids conflicting communications with funders.

Pending Grants

Pending applications will be monitored by the Grants Office.

The Director of Grants will be listed as the point of contact for NCCC proposals and grant applications.

The Grant Office will maintain contact with funding agencies for addendums, revisions, and updates related to applications and budgets.

Grant and Contract Negotiations

Notification of all competitive grant awards and contract documents shall be sent to the Grant Office for processing.

Notification of awards and contracts will be forwarded to the President's office, V.P. of Academic Affairs, and other appropriate college personnel as appropriate.

The Director of Grants and Business Office personnel will review the contract for required performance outcomes, obligatory reports, federal/state compliance requirements, evaluation components, and other conditions.

All grant contracts will be processed for the President's final approval and signature through the Grant Office.

The Public Relations Office will be notified of grant awards and contracts to facilitate press releases.

The Director of Grants will schedule a meeting with the grant project personnel, the appropriate Division Chair, and Business Office staff members to review and discuss budgetary requirements/ procedures, programmatic requirements, and other appropriate issues.

Administration of Grant Funds

Upon receipt of funding, the Grant Office will assist in the preparation of supporting documents; however, the management of grants (both programmatic and budgetary) will fall under the auspices of the appropriate Project Director.

Grant Reporting Process

Grant Project Directors are responsible for all appropriate reports required by funding sources. Financial reports will be completed by the Business Office.

The Grant Office will maintain a calendar of reporting due dates to ensure the timely submission of grant reports.

Grant Project Directors will coordinate reporting efforts with the Grants Office before the reports are submitted to funding agencies.

PROPOSAL DEVELOPMENT PROCESS

1. Approval Form for Development of Proposal Concepts or Applications - Prior to the involvement of the Grants Office in the development of any grant application or proposal, applicants must secure the approval of their supervising Division Chair and/or Vice President on the designated pre-approval form. The Grants Office has the right to refuse proposals that do not complete the pre-approval process. (*Please see Appendix A for the pre-approval form.*)

Full-time faculty and staff of Niagara County Community College are eligible to develop grant funded research and project proposals for submission with the Grants Office. Adjunct faculty and part-time staff may participate in the development of proposals and may be included as proposed project staff, with department and division approval.

2. Funder Searches

Please contact the Grants Office for assistance in finding a funder for your project.

- *Foundation Search* - The Grants Office subscribes to an online database search service that includes extensive information on national, regional and local private and corporate foundations. The Grant Office staff will conduct a search of the database for appropriate funders for identified program needs upon request of faculty, staff and administrative personnel.
- *Notice of Funds* - The Grants Office produces notices of current funding available as the applications are released. These notices are sent to relevant staff, administration and faculty and are occasionally released through the System Message.
- *Other Resources* - The Grants Office relies upon a wide variety of government and non-profit resources for information pertaining to the latest trends and opportunities. These resources include Grants.gov, federal email subscription services, and the Council for Resource Development.

3. Who writes the proposal is decided on a case-by-case basis. The Grants Office has a full-time Grant Writer. Projects are prioritized by size, complexity, funding source, likelihood of success, and the content of the project. Highly technical proposal are best written by faculty. When complex proposals requiring the pulling of information from multiple sources are too time consuming for faculty, the Grant Writer can coordinate this. Grants that need to be submitted on the Grants.gov website must be submitted by the Grants Office. If a grant is for a small amount and requires little narrative writing, faculty are best positioned to complete the grant in a timely manner.

Faculty, Administration and Staff written proposals: The Grants Office is available for support, including helping to decipher grant guidelines, collecting supplementary materials, assisting in creating a budget, helping draft an outline for the proposal, suggesting a proposal writing strategy, reviewing drafts and editing.

If the Grants Office is available to write the proposal, the Project Director will be in constant contact with our writer. The Writer is responsible for clearly communicating ideas and making sure that the proposal is complete. The Writer will not be responsible for creating the project. The Project Director will be responsible for soliciting the support of collaborators, providing data to establish a need, setting outcomes, and assisting with creating a budget.

E. Proposal Review, Approval, and Revision Process

All grant proposals (including renewals) must be delivered to the Grants Office two weeks before the submission deadline (via email and hard copy). The following process has been designed to ensure that proposed projects are consistent with institutional priorities and that they will have the support required for success. The Grants Office has the right to refuse proposals submitted after the deadline.

1. Review & Editing - When applicants submit a proposal, Grants Office staff have one week to review, edit, and consult with applicants regarding any changes; and one week to submit to the President for final approval and signature and to mail/transmit the proposal in a timely manner.
2. Required Attachments - In addition to the grant proposal, applicants must submit to the Grant Office any materials the funder has requested. Materials not requested by the funder are not to be included.
3. Indirect-cost Policy - This section to be developed upon receipt of an approved indirect rate from the federal government.
4. Approval & Required Form – After a proposal and application are completed and ready for final approval, a copy of the Submission Coversheet will be attached to the packet by the Grants Office. (*Please see Appendix B for a copy of the Submission Coversheet.*) The grant Project Director will sign-off on the packet and deliver it to their supervising Division Chair and/or Vice President. All grant applications, contracts, and other grant-related documents requiring the President's signature must be accompanied by the Grant Office's Submission Cover Sheet prior to delivery to the President's Office for signature/approval.
5. Business Office Approval – All proposals, budgets, budget amendments, contracts and other grant-related documents requiring the President's signature must be submitted to the Vice President of Finance for review and approval.
6. Human Resource Approval – All proposals including personnel costs must be reviewed and approved by the Director of Human Resources.
7. Foundation Approval – All proposals submitted on behalf of the NCCC Foundation must be reviewed and approved by the Foundation Director.
8. Collaborative Grants and Sub-grantee Contracts – Grant proposals, contracts and other related documents that commit the college to terms and conditions as a collaborative partner and/or sub-grantee will require the review of all Division Chairs and Vice Presidents whose departments will have an active role in the implementation of the program and/or will contribute resources (both staff and financial) under the terms of the grant. The Grants Office must receive all information on any collaboration prior to a commitment being made on behalf of the college.

All grant proposals and other grant-related documents require the signature of the President (or an approved designee) prior to submission to an external source and must be submitted to the Grants Office for routing and review at least two weeks in advance.

- F. Proposal Submissions – All proposals (including renewals) will be submitted to funding entities by the Grants Office only. These submissions include applications and proposals submitted via US mail, *Grants.gov* and all other means.

G. Grant Awards

1. Grants are awarded exclusively to Niagara County Community College or the NCCC Foundation operating as the college's fiscal agent. They are not awarded to an individual who may be the initiator of the grant. The President accepts the programmatic

and fiduciary responsibility for all grants awarded. As such, the college bears ultimate responsibility for fulfilling the objectives of the project and for complying with all fiscal, legal, and contractual requirements.

2. The President (or other authorized designee) will sign the grant contracts and awards. All grant award letters mailed to the Project Director directly must be submitted to the Grant Office for processing. The Office of the President will not sign any such letters without consultation with the Grant Office.
3. All monies awarded in response to authorized institutional applications will be administered by the college's Business Office in conjunction with the Grant Office as deemed appropriate

H. Conflict of Time

1. When serving as Project Director, total time commitment to such projects should be reasonably managed and congruent with the individual's professional college responsibilities. The amount of time spent on grants must always be decided in consultation with the individual's supervisor.
2. Faculty are not allowed to budget more than 1 FTE (full-time equivalent) to a grant. Human Resources must sign off on any grant including the hiring of staff or faculty.

I. Conflict of Interest

1. Project Directors must take reasonable steps to ensure that applying for a given grant will not constitute an impropriety or conflict of interest for them or for the college. Such situations include, but are not limited to: areas of personal financial gain for the applicant; and circumstances that might appear to compromise the college's reputation or give the college an unfair advantage.
2. Project Directors must take prudent steps to minimize even the slightest appearance of unethical behavior regarding all requests for personal reimbursements (for purchase or travel).

J. Regulations and Requirements

1. Proposals must be consistent with the mission and goals of Niagara County Community College, policies established by the Board of Regents, laws of the State of New York, and applicable federal laws and regulations.
2. In accordance with federal regulation, all Niagara County Community College employees conducting research involving human subjects must apply for, and receive, approval from the Vice President of Academic Affairs and the President before proceeding with their research. Once an Institutional Review Board has been established, the Board will become the reviewing body.

POST-AWARD ACTIVITIES

Acceptance of Award

- A. Project Start-Up - Before a college employee can begin any project activities, the Grants Office must have successfully processed the grant contract and received the written notice of award.
- B. Receipt of Award Letters & Checks - Upon receipt, all award letters and checks received by Project Directors must be sent immediately to the Grants Office for processing.
- C. Financial Administration Policy
Expenditures of a grant project must be aligned with the approved budget appearing in the proposal or letter of award. No changes may be made without the approval of the Grants Office, including transfer across line items. Project Directors must seek input from the Grant Office regarding budget modifications and how to spend or deal with any funds carried over from one funded year to another.

Roles and Responsibilities

- A. The College Administration - A grant or contract will be executed between the funding agency and Niagara County Community College or the NCCC Foundation (on behalf of the college).
- B. Responsibilities of the Grants Office – The Grants Office will:
 1. Notification of Awards
 - To Supervising Division Chair – The Grants Office will notify all appropriate chairs and the President's Office upon receipt of an award letter, contract and/or check.
 - To Project Implementation Staff & Faculty – The Grants Office and/or the supervising chair will notify project implementation staff of the award and contractual conditions.
 - To Public Relations Office – Upon receipt of an award letter and/or validated contract, the Grants Office will notify the NCCC Director of Public Relations regarding the award and its implementation plan. The Public Relations Director will be responsible for the creation and submission of any media releases to be distributed by the college.
 2. Grant Contact – The Director of Grants will serve as the contact person for all Niagara County Community College grants and awards.
 3. Centralized Files – The Grants Office will establish and maintain a physical project file as a part of its centralized files. Copies of all pertinent files are to be forwarded to the Grant Office immediately upon receipt by project staff. A hard copy and electronic copy will be retained for six years after successful closing by the funding source. The file must contain copies of the following:
 - RFP, program guidelines & application instructions
 - Budget forms, amendments, and pertinent development paperwork (i.e. information pertaining to how the budget figures were determined)
 - Contract and award letter
 - Other official correspondence (including email messages)
 - Performance reports and supporting documentation (including both funder required forms and internal review information)
 - Contact information (with mailing addresses, email addresses, and phone numbers)
 - Other pertinent documentation (to be determined by the Grant Office for individual projects and contracts)

4. Monitoring Activities – The timely submission of quarterly and annual performance reports will be monitored by the Grants Office.
 5. Review of Performance Reports – Individual project performance reports (data and narrative formats) will be reviewed by the Grants Office. Grant Office staff will consult with project staff to ensure that the reports are accurate and optimally reflect the project's performance.
 6. Submission of Performance Reports - Additionally, the Grant Office will monitor the timely submission of all performance reports.
- B. Responsibilities of the Grant Project Directors – Project Directors are fully responsible for carrying out all the goals and objectives that are specified in the proposal which, when funded, becomes a legally binding contract. These tasks typically include the following:
1. Grant Management – Management duties include:
 - Compliance with applicable federal, state and/or local regulations, completion of all required reports, and submission of all in-house documentation (i.e., requests to transfer funds, etc.)
 - Implementation of project activities and ensuring that the project is conducted as described in the proposal and that the project goals are being met.
 - Supervising staff and subcontractors, as appropriate.

NOTE: No request for an extension of a grant project - be it a no-cost extension or a funding renewal - may be made unilaterally by the Project Director. The Grants Office must be consulted first and the established procedures followed.
 2. Records maintenance
 - Maintaining all required records dealing with grant execution and achievement. It is generally recommended that all such records be maintained for a period of at least six years after the close of the grant, unless the funding agency specifies an alternative length of time. Records should be organized in such a way that they can be easily reviewed by an individual unfamiliar with the project. A good file system is essential to effective grant management. Files should contain, at a minimum, the following:
 - A copy of the proposal and the approved budget.
 - Operational budgets and any amendments.
 - Correspondence.
 - Time documentation records.
 - Personnel paperwork for individuals including contracts and time sheet copies.
 - Consultant contracts, invoices, and reports.
 - Report forms and report copies.
 - Files related to grant activities such as client records, publicity, evaluation, etc.
 - Copies of all requisitions, invoices, travel authorizations and reimbursements.
 - Within 60 days of completion and closing out of the project and final reports, all documentation and reports are to be delivered to the Grant Administration Office for archival filing. This includes copies of financial reports prepared by the Business Office.
 3. Fiduciary responsibilities

- Maintaining all fiscal records associated with the grant and for reconciling such records with the official expenditure reports prepared and disseminated by the Business Office.
 - The Project Director must work to ensure that all reports are accurate and completed in time. Fiscal reports are prepared by the Business Office and programmatic reports are completed by Project Directors. For all funding, completed reports must be submitted to the Grants Office for review and mailing at least two weeks prior to the report due date.
 - Overseeing all spending and responsibility for any deficits associated with the cost center for the grant. Expenditures must be limited to the budget (by line item) agreed upon by the funding entity.
4. Project evaluation and quality control
- Preparing and submitting to the Grants Office quarterly, interim, and final reports, as may be required, and by the designated deadlines. (If funding entities do not require a formal quarterly report to be submitted, Project Directors are to compile performance data and create an internal quarterly report by which benchmarks and project performance attainment can be judged.)
5. Stewardship – In general, stewardship refers to the ability of Niagara County Community College to direct the contributed funds in accordance with the donor's intentions. The Project Director will be responsible for:
- Ensuring all dollars are appropriately expended as originally agreed upon.
 - Providing the donor with all promised publicity/Return On Investment items.
 - Convey to the donor the impact and affect the gift had on the college and its students through accurate and thorough performance and impact reports.
 - Assist the Grants Office in articulating the project's sustainability to the donor (when applicable).
6. Grant Report
- Most funding agencies require a final, comprehensive project report, which is the responsibility of the Project Director. There are often two parts to this report: a project report describing how well the project met its goals and a financial report detailing project expenditures and other funding. Financial reports are completed by the Business Office. There is usually a firm due date for this report. The basic contract or grant document often contains detailed instructions on termination procedures. All reports must be submitted the Grants Office by the Project Director for review before submission to the funding sources, at least two weeks before the due date.
7. General
- All college safety regulations and policies regarding such matters as recruiting, employment, purchasing, research involving the use of humans as subjects, and environmental regulations, among others, must be followed.
 - Should a Project Director anticipate terminating his or her association with Niagara County Community College, the Grants Office must be contacted immediately.

TROUBLE SHOOTING

The following list of suggestions is based on experience. It is included here for two reasons: (1) to prevent similar mishaps; and (2) to provide guidelines for successful grants management.

Ask Enough Questions. As a new Project Director or a newcomer to the college, the sheer volume of information can be daunting. Your grant project is important and it's running smoothly is important. This handbook provides a beginning. The Grants Office is here to help...ask.

Provide Lead-time. This grant project is just one of many initiatives impacting the college. People and processes work best if given reasonable notice and warning. Be courteous and offer those involved a "heads up."

Keep Up With the Budget. Grant funds represent the end result of a stiff competition with other colleges and organizations. They are an investment of financial resources by a public or private entity in the college's future. The college will be held accountable for its stewardship in using those funds. Do your part and keep up with the budget.

Plan Carefully For Grant-Related Meetings. Make a written agenda available to participants prior to the meeting. Use effective group management techniques and keep the meeting on track and use time well. Follow-up with meeting summaries or notes and action needed on necessary items.

Find A Home In The College. The Project Director and the grant project belong to the college and are a part of the campus community of needs, people and events. Avoiding isolation builds support for the project as a whole. A committee made up of representatives from diverse areas of the campus can sometimes help in this process. Check to see if such a committee is feasible.

Address Problems Before They Become A Crisis. Any large project has the potential for going awry. Contact supervisors and the Grants Office when things begin to go off track to find early solutions.

Read The Mail and Follow Up Agreements and Meetings With Memos. Academic communities communicate in writing. Paper trails protect the grant and Project Director from misunderstood communications. When in doubt, document.

TERMS & DEFINITIONS

Appropriation: Legislation enacted which establishes a Federal or state activity—these are the actual amounts of funds made available by a legislative body to be spent under a certain program area.

Contract: Contracts differ from grants in that the funding agency has a service it wants performed. The college may submit a bid for performing the service. Contracts are usually awarded to bidders on the cost of the service and the bidder's ability to perform the service.

Direct Costs: Expenses which are directly attributable to a project and which can easily be identified and associated with a particular budget line item. Examples are salaries, fringe benefits, travel, equipment, etc. These are direct costs in the proposal.

Fringe Benefits: Personnel costs, other than salaries, which must be paid by an employer. Examples include employer's share for medical insurance, unemployment insurance, retirement, social security, etc.

Grant: A grant is a set amount of funding given to the college by an external funding agency to carry out an agreed upon project or activity. Most grants are competitive, which means that many colleges and organizations are competing for funds. Some grants are not competitive and are allocated according to a formula or entitlement.

Grantee: The recipient agency, organization, or individual of grant funds.

Grantor: The public or private agency, organization or individual providing the financial support awarded in the grant.

Indirect Costs: Cost incurred in carrying out a project but which cannot readily be attributed or charged directly to a specific budget line item. Such costs generally provide for supportive services (janitorial, administrative, library, accounting, and record keeping) and incidental expenditures (space utilization and heating) incurred but not specifically requested in the project. Indirect costs, then, are usually requested in a lump sum and the amount is either a fixed rate specified in the guidelines or an institutional rate negotiated with the granting agency.

In-Kind Contributions: Goods or services having monetary value made available to the project as a contribution. Use of equipment already owned by the institution is an in-kind contribution; purchase of the same equipment would represent a cash contribution.

Matching Share: That portion of funds or services provided by the institution in support of the project.

RFP: Request for proposals—an announcement by a funding agency that it is accepting proposals to accomplish a specific objective.

Supplanting: A procedure whereby an applicant shifts the support for an activity which is normally carried on by the institution to a granting agency. Supplanting is making a request for grants funds to do something you would do even without outside funds. It is illegal in some grant programs and discouraged in all.

REFERENCES

The NCCC Policies and Procedures manual has been adapted from several sources. Including:

Brazosport College, Texas – Grant Procedures Manual, 2007

Central New Mexico Community College – Grant Development Guidelines Manual, 2007

Southwestern Community College, North Carolina – Grants Management Handbook

York County Community College, Maine – Grants Policies and Procedures Manual, 2006

APPENDIX A

PROPOSAL PRE-APPROVAL

Niagara County Community College

1. **Principal Investigator/Project Director:** _____
2. **Phone Ext:** _____
3. **Title of Proposal:** _____
4. **Grant Program Title:** _____
5. **Funder:** _____
6. **Is a brief abstract of the project attached to this form?** ☐ Yes
7. **Project Start Date:** _____ 8. **Project End Date:** _____
9. **Is cost sharing proposed?** _____ (If yes, please explain in attached abstract. The Business Office and President's Office must receive a copy of this completed form if a match is involved)
10. **Timeline**

a) Funding organization's due date for this proposal: _____

b) Is this form being submitted to **your Vice President/Division Chair** for approval at least three weeks prior to the due date? ☐ Yes ☐ No

c) Will you submit your final draft to Megan Dean, Director of Grants, for review and signature at least two weeks prior to the due date? ☐ Yes ☐ No

Pre-APPROVALS: *This project supports the institution's goals, policies and educational objectives.*

PROJECT DIRECTOR

DIVISION CHAIR

VICE PRESIDENT

Project Director Date

Division Chair Date

Vice President Date

(After this form has been signed, please send to Liz Kline in the Grants Office. For further information, please contact the Grants Office at ekline@niagaracc.suny.edu or ext.5927.)

Thank you!

Project Directors are expected to remain in communication with their Division Chair and/or Vice President to ensure that the proposal develops according to expectations set in this pre-approval. Final approval is given by the Division Chair and/or Vice President one week prior to submittal. It is the Director of Grants responsibility to ensure that this form is collected and that considerations for any relevant office are made. These may include the President's Office, Business Office, Human Resources, Maintenance, or OIT.

APPENDIX B

Niagara County Community College (NCCC)

Grant Report Processing Form

This form is to be used prior to submitting a grant-related report for an official college signature. No new proposals or reports (financial or performance), should be submitted without the appropriate signatures as listed below. **Please attach a copy of the report to this form.**

NAME OF GRANT/CONTRACT:

<p>_____ Report Due to Sponsor by:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DATE</p>	<p>_____ Interim Report due to sponsor by:</p> <p>_____ Final Report due to sponsor by:</p> <p>_____ Grant Proposal due to sponsor by:</p> <p>_____ Grant Budget Amendment due to sponsor by:</p> <p>_____ Other:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DATE</p>
<p>Person Completing Report:</p> <p>_____ DATE</p> <p>Direct Supervisor:</p> <p>_____ DATE</p> <p>Director of Grants:</p> <p>_____ DATE</p>	<p>Person Completing Report:</p> <p>_____ DATE</p> <p>Direct Supervisor:</p> <p>_____ DATE</p> <p>Vice President:</p> <p>_____ DATE</p> <p>Director of Grants:</p> <p>_____ DATE</p>

Does the proposal include any personnel expenses? If so, please have the V.P. of Human Resources sign here: _____

DATE