

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Grants and Contacts</b>	<i>Number:</i> <b>T 502</b>	<i>Page(s):</i> <b>3</b>
	<i>Date:</i> <b>December 2009</b>	

### PURPOSE

The College is required to comply with the Vermont State Colleges' Policy and Procedure #408, "External Funding: Proposals for Sponsored Projects: grants and Contracts," which defines and establishes the process for reviewing and acting upon requests/proposals/applications for funding from external organizations (grants and contracts).

In accordance with VSC #408, this policy identifies the steps through which VTC funding proposals must be processed before the VSC Board of Trustees will accept responsibility for the activities to be funded.

### STATEMENT OF POLICY

All requests/proposals/applications for funding from external organizations must be submitted to the Office of the Chancellor of the VSC for review. Normally grant proposals are to be forwarded to the Chancellor's Office at the same time as they are submitted to the granting agency. However, in those unusual instances when a grant submission, due to its unique request or nature might raise questions, should be forwarded to the Chancellor's Office for review before submission to the granting agency. Such submission is for the purpose of evaluating commitments, which might have an impact on the fiscal management and/or educational programs of the College and the Vermont State Colleges, and determining the benefits the college/system expect to achieve as a result of the grant/contract. Wherever educational program impacts or financial commitments involved are deemed significant, the Chancellor's Office will present the proposal to the appropriate committee of the Board of Trustees for an action recommendation to the Board of Trustees.

In the event the Board of Trustees subsequently votes not to approve a grant/contract proposal already submitted, the College will so notify the granting agency in writing and withdraw the grant proposal from consideration.

### PROCEDURES

The VTC Business Office is responsible for the administering grant activity at VTC and for notifying the Office of the Chancellor of the Vermont State Colleges of the submission, acceptance, or rejection of all VTC grant/contract proposals. The following procedures address that process but, do not supersede other College or departmental guidelines, policies and procedures concerning grant/contract development, approval and submission. Grant authors are

requested to adhere closely to all formats and guidelines established by the funding agency in addition to those set forth below.

## Submission Process

### Phase I. IDEA AND DISCUSSIONS

Preliminary discussions between Department, President and Granting Agencies, as appropriate.

### Phase II. GRANT APPLICATION PROCESS

#### 1. BUSINESS OFFICE REVIEW

Before a grant proposal is forwarded to the President or to Granting Agency for formal approval and signature, copies of the following documents must first be reviewed by the Business Office to ensure compliance with applicable policies, procedures and regulations:

- a. VSC Grant Proposal Notification & Budget – Form A/B
- b. Grant/Contract Proposal – Complete Copy

#### 2. PRESIDENTIAL REVIEW/APPROVAL

Upon completion of the fiscal review by the Business Office, the grant forms are forwarded to the Office of the President for review and approval, as appropriate. After Presidential approval, the grant documents are returned to the Business Office, which will in turn forward a signed copy of the grant proposal to the submitting office for transmittal to the Funding Agency. Copies of the grant form A/B are sent by the VTC Business Office to the Office of the Chancellor.

### PHASE III. NOTICE OF AWARD OR DENIAL

#### NOTIFICATION OF ACCEPTANCE OR REJECTION

The VTC office that submitted the original grant proposal is responsible for notifying the Business Office of any actions taken by the Funding Office with respect to the grant proposal. Once the Submitting Office receives notification on the status of the Grant, the following forms, as appropriate, must be transmitted to the Business Office:

#### 1. IF GRANT FUNDING HAS BEEN APPROVED

- a. New Funding Source Document – Form
- b. Grant/Contract Award Notification Document
- c. A revised budget, if the dollar amount awarded differs from the amount requested in the grant proposal.

#### 2. IF GRANT FUNDING HAS BEEN DENIED

- a. Grant/Contract Proposal Denial Document – Form D
- b. Letter of Denial or Rejection

The Business Office will notify the President's Office and the Chancellor's office on the status of the grant proposal within ten (10) working days of receipt of Grant information.

#### V. GRANT EXECUTION POLICY

No funds may be charged or committed (either verbally or in writing) against a particular grant until such time as the Grant/Contract Award Notification Form, and amended budget, as appropriate, has been received and processed by the Business Office for that Grant. This requirement has been implemented to protect the VSC, the VTC, the Business Office, and the office submitting the grant proposal.

Exceptions may be made whereby funds may be expended in advance of the receipt of the Grant documents (such as with Perkins funds):

1. If approved in advance in writing by the President and;
2. Where it is clear that the Grant funds will be forthcoming.

See Business Office on 2nd floor Administration Center Room 217 for the forms that are mentioned in this policy.

#### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) June 24, 1987
  - b) December 4, 1991
  - c) October 22, 1997
  - d) July 1998
  - e) November 11, 1998
  - f) July 2005
  - g) December 2009

Signed By:  Patricia Moulton President
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