Parkland College Grants and Contracts – Handbook
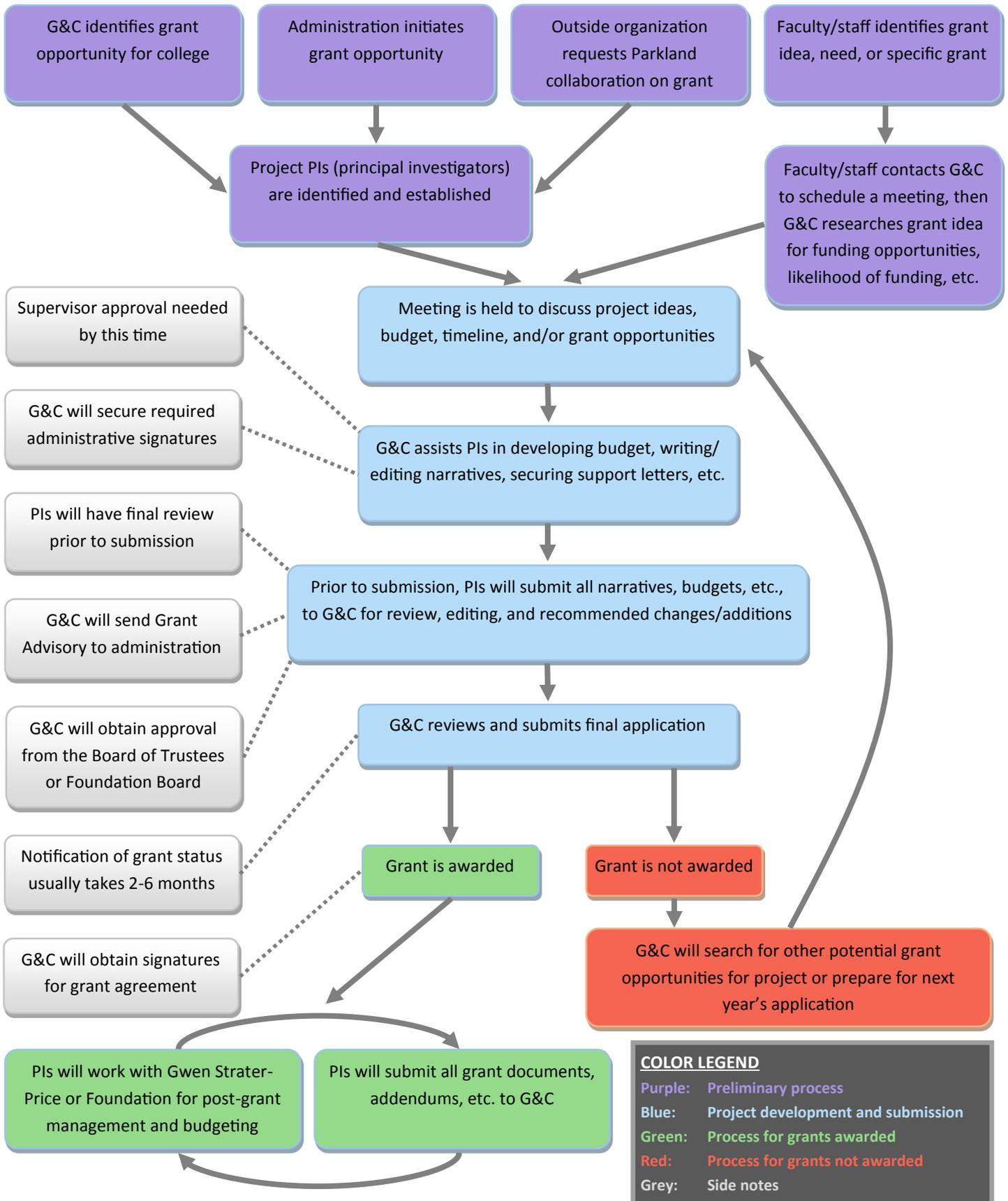*Revised November 3rd, 2015*

Introduction

This handbook provides an overview of grant processes at Parkland College and acts as a resource for any administrators, faculty, or staff interested in seeking external grant funding for the college. Grants and Contracts (G&C) functions to research and identify external funding sources; facilitate the development of ideas into competitive proposals; submit and track grant proposals; and work to align grant proposals with Parkland's missions and goals. The handbook is organized in four sections: 1) preliminary processes, 2) project development and submission, 3) post-submission processes, and 4) other pertinent items.

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Grants and Contracts (G&C) Office Processes

G&C identifies grant opportunity for college

Administration initiates grant opportunity

Outside organization requests Parkland collaboration on grant

Faculty/staff identifies grant idea, need, or specific grant

Project PIs (principal investigators) are identified and established

Faculty/staff contacts G&C to schedule a meeting, then G&C researches grant idea for funding opportunities, likelihood of funding, etc.

Supervisor approval needed by this time

Meeting is held to discuss project ideas, budget, timeline, and/or grant opportunities

G&C will secure required administrative signatures

G&C assists PIs in developing budget, writing/editing narratives, securing support letters, etc.

PIs will have final review prior to submission

Prior to submission, PIs will submit all narratives, budgets, etc., to G&C for review, editing, and recommended changes/additions

G&C will send Grant Advisory to administration

G&C will obtain approval from the Board of Trustees or Foundation Board

G&C reviews and submits final application

Notification of grant status usually takes 2-6 months

Grant is awarded

Grant is not awarded

G&C will obtain signatures for grant agreement

G&C will search for other potential grant opportunities for project or prepare for next year's application

PIs will work with Gwen Strater-Price or Foundation for post-grant management and budgeting

PIs will submit all grant documents, addendums, etc. to G&C

COLOR LEGEND
Purple: Preliminary process
Blue: Project development and submission
Green: Process for grants awarded
Red: Process for grants not awarded
Grey: Side notes

Preliminary Processes

Identifying a Grant Opportunity
There are several ways a potential grant can be found at Parkland:
- G&C office identifies grant opportunity through research, listservs, etc.
- Administration identifies a grant and initiates a grant opportunity.
- Faculty/staff identifies grant idea, need, or specific grant.
- External organizations (e.g. other colleges and universities) request Parkland collaboration on a grant project.
  - *Although collaborative and consortium application are highly encouraged, special attention must be given to these type of proposals as they may obligate the college to complete project objectives when the college is not the administrative entity or does not have substantial input regarding meeting project objectives.*

Scheduling a Meeting
- Email or call G&C to set up a meeting time.
- Provide general idea of the project and/or specific grant.
- Brainstorm potential PIs and project partners.

Project Development and Submission

Initial Meeting
- The initial meeting will focus on areas such as the budget, general project ideas, proposal requirements, timeline, individual responsibilities, etc.
- Initial meeting will consist of one of more representatives from G&C and the Principle Investigators (PIs) for the project.
- When conceptualizing a proposal, it is good in general to be able to easily answer the usually questions of *who?, what?, when?, where?, why?, and how?*.

Supervisor Approval
- Before work begins on application, including other necessary steps prior to grant development, supervisor (administrative) approval is needed.
- Each grant will need to align in some capacity with the strategic plan and mission of the College.

Budget Development
- Budget planning is often the first step in the grant process since it informs most of the content of the application.
- Budgets should be reasonable and consistent with other college operations and grants in regard to salaries, benefits, and other expenditures.
- Each budget is project-specific. However, basic components include: personnel, fringe benefits, travel, equipment, supplies, contractual services, and indirect costs.
- G&C will assist you in budget development, ensuring each budget line request is within the grant guidelines.

Writing and Editing
- G&C will work with project PIs to develop the proposal narrative.
- The amount of writing and editing G&C will do is dependent on the specific project and capabilities/availabilities of the PIs.
- Typically, G&C staff are not content experts on proposal topics and thus project PIs and other staff/faculty/administrators at the college must be very involved with writing and editing the narrative.

Securing Administrative Signatures
- Staff members are not authorized to sign contracts in the name of the College or to make any agreements which obligate the institution. This includes accepting gifts to the College and making agreements with private individuals or organizations. Formal written approval from the President must be obtained before accepting any gifts/funds which obligate the College.
- The President has the responsibility of signing all proposals being submitted for external funding. The President's signature is required on all applications and no applications may be submitted without the President's prior knowledge. Signature authorization of other staff members is at the discretion of the President. Formal grant agreements associated with an approved grant proposal must be signed by the President or those individuals given signature authority.
- G&C will secure all administrative signatures.

Additional Common Steps
- Many grant applications necessitate collaboration with the Business Office, Human Resources, external partners, etc. G&C will help coordinate these collaborations as needed.
- Human Resources is required to assist the Project Director with hiring all new personnel; reassigning current staff; and any other employment-related issues associated with a grant proposal and/or approved grant. Any grant proposals with funding for employees must be passed through Human Resources, if appropriate.

Final Draft Process
- G&C will do the final review of all documents before submission and is responsible for the accuracy and consistency of the submitted proposal.

Grant Advisories
- G&C will send out a grant advisory (an overview of the grant project) to administration, including department chairs, in advance of the grant submission.

Parkland BOT Approval
- The Board of Trustees (BOT) approves grant applications and acceptance of grant funds for new grants, competitive grants, and continuation grants.
- The process of obtain Board of Trustee approval is as follows:
  - G&C submits monthly grants board report to Vice President for Institutional Advancement who presents grants to be submitted and grants awarded at monthly BOT meeting.

     o Often, official BOT approvals comes after grant application has been submitted due to BOT meeting schedule.

Parkland Foundation Approval
- When a grant requires the applicant be a 501(c)(3) non-profit organization, G&C must obtain approval from the Parkland Foundation to submit the grant through the Foundation.
- A full copy of the grant application must be submitted to the Foundation for final approval prior to submission to granting agency.
- Various aspects of the grant application may require G&C or PI to collaborate with Foundation.
- Board of Trustee approval is not required when grants are submitted through the Foundation.

Submission
- Grants and Contracts always submits the grant application.
    - Some application require mailing, some require email, some require submission on website or online system, and some require multiple submission types.
    - PIs can assist with (or be present during) the submission process if they wish.

Post-submission Processes
Notification of a whether or not a proposal has been funded typically takes between one and six months. On rare occasions, some private foundations have much quicker turnaround times while government agencies may take over a year. The primary role of G&C is in the preparation and submission of grants. While G&C is not directly involved in the post-grant management process, we can still function as a resource.

Awarded
- Grant agreements and signatures
    - When notification of a grant award is received, the College contact must send a copy of the notification letter to G&C for filing.
    - Formal grant agreements associated with the approved grant proposal must be submitted to G&C. Signatures from the President or designee will be secured by G&C. Copies of the signed documents will be sent to the Business Office and other appropriate agencies and individuals.
- Board of Trustees approval
    - Just as grant application submissions must receive BOT approvals, so do awarded grants.
- Grant management and budgeting (working with grants accountant in Business Office)
    - PIs coordinate with the grants accountant in the Business Office for budgeting.
    - Budgets are often reduced and need to be revised; this can be done with assistance from the grants office and/or the business office.
    - The PI will work with Business Office staff and G&C to establish necessary budget accounts for the project. The Project Director is expected to follow established Parkland College procedures.

- Reporting requirements and documents
  - Copies of all correspondence associated with the grant (e.g., notification of award, rejection letter, budget modifications, closure of the project, reports, etc.) must be submitted to G&C.

Not Awarded
If a grant is not awarded, G&C will search for other potential grant opportunities for the project or prepare for next year's application. Typically, the meeting and budgeting process will be revisited as grant projects may need to be adjusted based on each specific grant.

<u>Other Pertinent Items</u>
- Grants and Contracts staff is currently comprised of a Program Manager and a Grants Specialist under the administrative direction of the Director of Institutional Accountability, Research, and Grants. The Vice President for Institutional Advancement heads this unit.
- G&C releases its annual report each July; the report can be accessed on the Grants and Contracts website at http://www.parkland.edu/about/grantscontracts
- Grants come from many sources, generally falling into four major categories: Federal, State, Foundation, and Other (e.g. city funded grants).
- Grants can also be categorized as New or Continuation. Continuation grants are for programs that must reapply each year for continued funding.
- Many grants require the use of college data to provide evidence of a grant need. G&C will work closely with Institutional Accountability and Research to request and receive accurate and appropriate data.
- Key information for budget development:
  - *Indirect Costs*: Indirect costs include actual costs to the college incurred through the operation of the project, which are difficult to measure (e.g., building maintenance, depreciation, services of support staff, and other overhead). Indirect costs are usually calculated as a flat percentage of a project's direct costs. Indirect cost rate allowances vary with funding agencies. The maximum allowable "indirect" costs are usually included in the grant proposal guidelines. The college does have a maximum indirect cost rate that fluctuates every few years. Please contact G&C for more information. **Note:** Not all grant proposals allow "indirect costs" to be built into the budget. Refer to the grant proposal guidelines of your specific grant proposal.
  - *In-Kind Match*. The in-kind matching contribution requires no cash outlay, but rather a proration of the college's fixed operating costs. In-kind match can include assignment of personnel salaries, services provided, and other costs of the grant without requiring reimbursement of expenditures. **Note:** When a specific percentage of time is included in a grant proposal for fulfilling project goals/objectives, the amount of time spent becomes "auditable" and accountability becomes an issue.