

Policy: 4.16

Grants Management Policy

Purpose

The faculty, staff, and administration of KCKCC are encouraged to obtain external funding in the form of grants for various projects and programs. This funding allows the College to increase operating capital for pursuing development of new programs and services, to supplement existing programs and services with equipment or other needs, and to provide resources for professional development.

Scope

This policy applies to all employees working with any grant, public or private.

Policy Statement

To establish parameters for funding proposals by the College to outside agencies that will preserve the quality of the internal review and approval process and uphold the integrity of the institution.

The following establishes responsibility and accountability during the grant life cycle.

- The College only submits proposals to outside agencies for the funding of activities consistent with the mission and goals of KCKCC.
- Any College employee may initiate action to prepare a proposal for grant funding from an outside agency but must do so through appropriate procedures.
- The Project Director (PD), Project Officer, or Principal Investigator, the Grant Office, and the Division Dean are responsible for grant proposal development and management.
- The appropriate President's Cabinet Member, through consultation with the Dean/Director of the PD approves grant proposals in which matching or in-kind funds from the College are not required. The College President, or their designee, through consultation with the Chief Financial Officer (CFO) approves all grant proposals that require matching or in-kind funds from the College.
- Departments must submit completed proposals through the Grants Office following written guidelines and procedures.
- When the College does not review or approve an application prior to submission, it reserves the right to reject an agreement.
- When the College receives grant funding from an external source, only the President or CFO of the College may sign the grant agreement/award document.

Noncompliance

Noncompliance with federal and state regulations and grant or program specific award parameters puts the College at risk of losing its ability to receive future financial support from that funder and federal funds, including Title IV Financial Aid. This policy and the procedures that follow exist to protect the College and KCKCC employees, and to ensure consistent, accurate, and efficient grant application and implementation processes.

Organizations found in noncompliance of grant requirements or parameters may risk return of awarded monies, suspension of research, and forfeiture of application privileges for subsequent grants.

Employees who intentionally do not follow College policy related to grants or are found to be in repeated noncompliance with federal regulations, grant award parameters, or local or state laws during grant application, implementation, or close-out may be subject to disciplinary actions up to and including termination.

Board Approved: 04/20/2021