

**Bristol Community College  
Office of Grant Development**

**POLICY NAME: STANDARD OPERATING PROCEDURES FOR GRANT DEVELOPMENT**

**Policy Number: OGD FY16 - 7001**

**Effective Date: July 1, 2016**

**Scope of Applicability:** This policy applies to all BCC faculty, staff and administrators that intend to submit any individual and/or collaborative proposals to any external funding sources.

**Summary:** This policy describes the process and procedures to be followed for development of all proposals to be submitted for funding by any external sources, or that commit Bristol Community College to any obligation of fiscal, programmatic, personnel, service or facility resources in any way. This policy further describes all required internal procedures and documentation, including forms, program narratives and budgets, attachments, and timelines needed to secure authorization to submit any proposal for external funding. BCC employees will implement this policy in accordance with internal College policies, and state and federal regulations.

**Policy:**

- Section 1 - Intent to Develop/Submit Grant Proposal**
- Section 2 - Roles and Responsibilities of Investigator**
- Section 3 - Procedures, Timeline and Deadlines**
- Section 4 - Grant Narrative**
- Section 5 - Budget Forms, Budget Narrative and Budget Review**
- Section 6 - Documentation of BCC Commitments**
- Section 7 - Supplemental Documentation Required by Funder**
- Section 8 – Required Internal Approvals**
- Section 9 - Authorized Grant Submission Processes**
- Section 10 - Technical Assistance with Grant Development**

**Section 1 - Intent to Develop/Submit Grant Proposal**

- a. The Office of Grant Development must be notified of all grants (private, federal, state and others) that BCC is participating in any manner or role such as a lead, main recipient and/or sub-recipient, and a BCC Principle Investigator (PI) is required to be designated and responsible to provide the OGD with all required submission information, garner proper college approvals and provide a copy in the proper format of the final grant submission.
- b. All BCC faculty, administrators and staff members who intend to or are interested in submitting a grant application, or are proposing that BCC participate in a partnership with

- a third party to submit a grant, are required to log onto the OGD grant portal and fill out the appropriate Intent Electronic Form and must designate who will serve as the PI on behalf of the College [see definitions for Principal Investigator, Co-Principal Investigator (Co-PI) for all types of awards including but not limited to primary and sub-awards].
- c. The PI must, through the [OGD portal](#), submit the required submission information into the Intent Electronic Form immediately upon notification of the opportunity to the OGD no less than **eight** weeks in advance of the grant deadline. If the eight-week requirement is not met, the PI must include an explanation for the lack of compliance.
  - d. Through the OGD portal, the PI must provide their signature and get the necessary approval of the appropriate *Divisional Dean or Vice President*.
  - e. The PI for the College will provide to the OGD **10 days prior to the submission deadline a draft narrative and budget** (budget narrative if required) for the OGD to acquire the PI's divisional Vice President and other jurisdictional Vice Presidents for college approvals.
  - f. All PIs are responsible to provide the OGD with all submission documents (electronic copies mandatory) including the following, but not limited to: budget, proposal narrative, appendices, resumes and/or job descriptions, letters of support, Memoranda of Understanding/Agreement.
  - g. All PIs must provide and update resume, Curriculum Vitae (CV), or bio sketch, and ensure the documents are in the proper formatting.

## Section 2 - Roles and Responsibilities of Principal Investigator (PI)

- a. The Principal Investigator (PI) confirms that the entire proposal meets requirements outlined in the Program Announcement, Request for Application (RFA), Request for Proposal (RFP), or other application instructions. Examples of such requirements include, but are not limited to: award minimums/maximums, page limitations, font/margins, electronic file type/size, deadlines, and mailing addresses.
- b. The BCC employee designated as the PI is responsible for:
  - i. Submission through the electronic Intent Form on the OGD portal.
  - ii. Submission of all internal forms.
  - iii. All forms and documentary materials required by the funding source, including but not limited to all narratives, budgets, budget narratives, commitments of BCC resources.
  - iv. Signatory approval of the jurisdictional Division Dean or Vice President.
  - v. All supplemental documentation required for the proposal, including but not limited to: letters of support, sub-recipient agreements, Certificates of Good Standing when required, Memoranda of Understanding, Memoranda of Agreement, subcontracts, and any other required documents.
  - vi. Documentary evidence of commitment of any match or any obligation of fiscal, programmatic, personnel, academic or student support services or facility resources.
  - vii. Coordination of the submission of any and all proposal documents with the OGD, including designation of party responsible for submitting final proposals to funding sources.

- viii. Implementing the proposed activities in accordance with internal College policies, and state and federal laws and regulations.
- ix. Indicating the type of technical assistance that will be needed including research, editing, submission, budgeting development, and any other services necessary to complete the proposal.
- x. Confirm all Co-PIs and Faculty Participants are responsible for project management of the award and to carry out the project with the highest professional standards and within the time period awarded.
- xi. Determine whether on- or off-campus space is required. (The Principal Investigator identifies the need, and requests it from his/her supervisor, or other appropriate manager.)

### **Section 3 - Procedures, Timeline and Deadlines:**

- a. The PI of the project is required to fill out the OGD's electronic Intent Form on the BCC OGD portal.
- b. Once the Grant intent form is received, the PI will be required to meet with the OGD (and in some cases with the Office of Fiscal Affairs) to establish a timeline; review submission requirements; narrative and budget development/writing responsibilities; evaluation plan and submission responsibilities.
- c. The OGD will provide the PI with a checklist of requirements.
- d. All grants that list Bristol Community College as a lead, partner or as a part of the application must provide needed documentation to the OGD in a timely manner.
- e. As the lead organization, the PI must provide all required forms; a final narrative for review; budget and budget narrative and other documentation and information. The PI is responsible to provide the OGD with an electronic version of the entire submission in the requested formatting.
- f. As a sub-recipient organization (or not the lead organization but receiving funds through another organization), the BCC PI (individual responsible for the college's role in the grant) must provide the required forms to the OGD in a timely manner, including an abstract, budget and, if required, budget narrative for college approvals.
- g. All changes to the grant after award will be provided immediately to the OGD and if needed, will provide updated information for the budget, narrative and any role for the college.
- h. Should the PI be unable to fulfill the submission or OGD requirements, the PI will have mandatory meetings with the OGD to ensure compliance with the grant, project or college's regulations.**
- i. As noted in Section 1, all BCC faculty, administrators and staff member who intend to submit a grant application, or are proposing that BCC participate in a partnership with a third party to submit a grant, are required to log onto the OGD grant portal and fill out the appropriate electronic Intent Form, no less than eight weeks in advance of the grant deadline.
- j. Should a grant opportunity happen that does not allow for the timeline to be followed, the OGD can provide an alternate timeline, however, the OGD cannot ensure a proper and

timely submission. Also, in this case, should overtime be incurred by staff in the OGD or other departments, the PI may absorb these costs.

- k. The PI is responsible to provide deadline and submission information to the OGD as soon as it is published or released.
- l. The PI is responsible for all parts of a grant including signed forms and external documentation. The OGD can provide assistance in obtaining certain internal forms but is not responsible for this information or “packaging” if not requested by the PI.

#### **Section 4 - Grant Narrative**

- a. The **final** grant narrative of the proposal should be provided to the OGD no less than **five** working days prior to grant submission deadline or a date determined by meeting with the OGD, and should follow the formatting requested by the granting organization.
- b. The grant narrative should coordinate with any budgetary documents.
- c. The grant narrative will be reviewed by the OGD, and, if submitted to the OGD within the proper time frame, will be returned to the PI for additional review.

#### **Section 5 Final Budget Forms and Budget Narrative**

- a. The PI is responsible to provide the budget to the OGD within no less than **10** working days to accompany the narrative for the internal BCC authorization process. The OGD will provide assistance to the PI with budgetary issues.
- b. The PI is responsible for:
- c. Ensuring approvals are in place from the PI’s department/division for incurring costs to the College.
- d. Preparing the budget and its justification.
- e. Selecting the appropriate facilities and administrative or indirect cost rate from the negotiated rates, under guidance from OGD and/or the Office of Fiscal Affairs.
- f. Requesting matching funds from College officials or identifying in-kind contributions from appropriate sources, when necessary.
- g. Proposing cost sharing through contributed effort or other approved mechanisms with approval from appropriate College officials.
- h. Identifying all available financial resources in direct support of this or other endeavors (other support) and in accordance with sponsor requirements.
- i. Identifying anticipated program income.

#### **Section 6 - Documentation of BCC Commitments**

- a. The PI must be aware of grant proposals that make commitments for the College and provide the OGD with documentation of these commitments.
- b. If these commitments are not approved by the divisional/jurisdictional vice president, the PI will be responsible to alter the grant proposal to ensure compliance with the college and proceed through the approval process again.
- c. The OGD is not responsible for the development of external partnerships and needed documentation from external partners including but not limited to: Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Letters of Support and other required submission documents.

**Section 7 - Supplemental Documentation Required by Funder**

- a. The PI is responsible for the supplemental documentation required by the funder.
- b. The PI is responsible to inform the OGD of all supplemental documentation required by funder including Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), Letters of Support and other requirements.

**Section 8 - Required Internal Approvals**

- a. As noted in Section 1, all BCC faculty, administrators and staff member who intend to submit a grant application, or is proposing that BCC participate in a partnership with a third party to submit a grant, are required to log onto the OGD grant portal, fill out the appropriate electronic intent form and designate who will serve as the Principal Investigator (PI) on behalf of the College.
- b. The OGD will acquire approvals of the College including authorizations by the Vice President of Human Resources or his/her designee, the Vice President of Administration and Finance or his/her designee, and the supervising Vice President or his/her designee. When these college authorizers have approved the submission of the proposal, the OGD will submit the application package with the signatures to the President for approval. The President's office notifies OGD when the President has approved the application for submission.

The PI is responsible to provide required information to the OGD through the portal, disclose the involvement of other departments/divisions and ensures the appropriate signatures are included in the Internal Authorization Form approval.

The PI must agree to the requirements of the OGD on the portal and this responsibility cannot be delegated. The signature certifies that each item on the form is filled out completely and accurately.

**Section 9 - Authorized Grant Submission Processes**

- a. The OGD is responsible for the submission of all grants utilizing BCC (as a higher education institution or an educational foundation/501c3).
- b. The PI is responsible for individual grant deadlines, not the OGD.
- c. PIs must follow the expected Procedures, Timeline and Deadlines and provide the required forms to ensure OGD has been notified of the needs, date and expectations for submission.
- d. The OGD and the Comptroller are solely responsible for the submission of proposals for federal and state grants including Grants.gov and other grant portals.
- e. The OGD will provide the PI a final review of uploaded documents if the timeline has been followed but reserves the right to refuse due to issues with scheduling, timing, and possible disruptions to submissions such as power outages and in-climate weather.
- f. The OGD reserves the right to not allow PIs to be present for submission.

**Section 10 - Technical Assistance with Grant Development**

- a. The PI is responsible for informing the OGD of the technical assistance needs through the appropriate forms for development, submission and post-award.
- b. The PI must act in accordance with the appropriate timelines and procedures for technical assistance from the OGD; and also schedule dates when specific parts of the grant application are due to the OGD for review and full authorization.