PIEDMONT VIRGINIA COMMUNITY COLLEGE

II – ADMINISTRATIVE (GENERAL) POLICIES

II – 10.0 GRANTS ADMINISTRATION

Policy #:	**II – 10.0**
Effective:	**July 28, 2011**
Revised:	**February 6, 2012**
Responsible Dept.:	**Grants Office**

PURPOSE

The purpose of this policy is to provide guidelines to ensure proper management and accountability of external-funded projects, including the expenditure of funds, resulting from awards to the College under grants or cooperative agreements.

RESPONSIBILITIES

The Manager of Grant Development and Administration is responsible for recommending appropriate grant administration procedures to President's Staff and for coordinating the college-wide implementation of approved procedures.

Grant project directors, their supervisors, and others involved in grants are responsible for implementing and following the grant administration procedures instituted by President's Staff.

PROCEDURES

The following grant administration procedures are applicable to federal and state grants (and selectively to corporation and foundation grants as noted).

1. **Departmental Grant Budget Tracking**. Grant project directors maintain up-to-date spreadsheets of grant expenditures using a standard template (Excel template is on the Forms Central page of the College Website). The expenditure spreadsheets are maintained in the Grants Shared Folder on the server. Quarterly, project directors reconcile their grant expenditures to the Business Office grant accounts, either with assistance from Business Office personnel or through direct access of posted transactions in the PeopleSoft/AIS system. The schedule for the quarterly reconcilements is the same as for quarterly updates to Grant Management Plans (see paragraph 6 below), as the completion of each quarterly reconcilement must be noted on the corresponding quarterly GMP.

2. **Grant Expenditure Approval.** Both the business manager and the grants manager approve all grant expenditure requests.

3. **Grant Report Approval.** Before submission to grantors, project directors obtain the grants manager's review and approval of programmatic progress reports (includes corporation and foundation grants).

4. **Grants Office Recap Report of Grant Budget Status.** Quarterly, the Grants Office produces a report listing all active grants, original award amounts, remaining balances at quarter-end, percent months remaining, percent budget remaining, and other information for each grant. The Business Office provides expenditure data to the Grants Office for the report.

Copies are provided to project directors, deans, and President's Staff by the end of the month following the end of each quarter.

5. **Grant Management Plans.** Project directors prepare a grant management plan (GMP) for each grant, using the standard GMP template (Word template is on the Forms Central page of the College Website). When a new award is received, the grants manager notifies the project director that a completed GMP is due to be posted in the Grants Shared Folder on the designated IT server and provides the due date (not more than 30 days after the award date). A dean, director, or vice president level administrator approves each new GMP. The grants manager distributes copies to President's Staff.

6. **GMP Quarterly Updates.** Quarterly, project directors provide updates to the status sections of the GMP for their grant. A dean, director, or vice president level administrator approves the update. Project directors post the quarterly GMP updates in the Grants Shared Folder a minimum of three business days before the scheduled date of the corresponding quarterly review meeting (see paragraph 7 below).

7. **Quarterly Review Meetings.** The grants manager convenes quarterly review meetings that include the project director and the respective dean, director, or vice president of the organizational unit. The business manager may be asked to join the review meetings as needed. At the discretion of the grants manager, more frequent or less frequent review meetings may be convened. As warranted, the grants manager escalates grant issues to President's Staff for review.

8. **Scope of Work Changes.** Scope of work changes, budget amendments, extensions, and any other significant changes to grant projects require approval by the dean/division head, the unit's vice president, and the grants manager. The grants manager will submit and coordinate the changes with the grantor unless the approvers agree to delegate the responsibility to another employee.

9. **Handbook of Grant Award Management and Compliance.** The grants manager maintains a handbook of grant management practices and procedures for training and as a reference guide. The provisions of the handbook are incorporated into this policy by reference. Grant project directors, Business Office personnel, administrators, and other support personnel manage grant projects in accordance with the provisions of the handbook.