Rock Valley College

Grants

RVC Administrative Procedure (2.30.040)

1. Purpose

The purpose of this administrative procedure is to establish a standardized framework for the management, oversight, and compliance of externally funded grants at Rock Valley College. The Grants Office exists to support faculty and staff in identifying, applying for, managing, and closing out grant-funded projects in accordance with federal, state, and institutional regulations.

2. Scope

This policy applies to all employees involved in the pursuit, administration, or oversight of external grant funding, including but not limited to faculty, staff, administrators, and contractors working on behalf of the college.

3. Definitions

Principal Investigator (PI)/Project Director (PD): The individual primarily responsible for the technical and financial aspects of a grant.

Grant Proposal: A formal request for funding submitted to an external agency.

Grant Report: A periodic financial and/or programmatic report of grant activities as required by the funder.

Sponsored Programs: Projects or activities funded by outside agencies through grants, contracts, or agreements.

4. Roles and Responsibilities

A. Grants Office

- Provide pre-award and post-award support.
- Maintain a centralized database of active and pending grants.
- Ensure compliance with applicable regulations (e.g., OMB Uniform Guidance).
- Serve as liaison between college departments and funding agencies.
- Assist with budget development and justification.

B. Principal Investigator/Project Director

- Develop and deliver the programmatic portion of the proposal.
- Adhere to grant deadlines and reporting requirements, including drafting financial and programmatic reports as required by the funder.
- Manage awarded funds in compliance with approved budget and terms.
- Coordinate with the Grants Office and Business Office on financial matters.

C. Accounting Services

- Establish grant accounts upon award.
- Monitor expenditures for allowability and allocability.
- Review financial reports and process reimbursements.

D. Vice President/Division Deans/Department Chairs

- Review and approve grant proposals for alignment with academic priorities.
- Ensure that faculty workload and release time are managed appropriately.

5. Grant Application Process

a) **Notification of Intent to Apply**
All employees must submit a Grant Application Intake Form to the Grants Office at least 30 days prior to the funder's deadline.
b) **Special Consideration**
If a grant application requires a non-profit 501c3 as an applicant, the RVC Foundation should be notified immediately.
c) **Proposal Development**
The Grants Office collaborates with the PI/PD to prepare the proposal narrative, budget, and required documentation.
d) **Internal Review and Approval**
Proposals must be reviewed and approved by relevant parties, including the Division Dean, Vice President, Grants Office, Accounting Services, and College President or designee.
e) **Institutional Approval**
Only the President of the College or his/her designee may sign a new grant proposal on behalf of the institution. The Vice President of Finance may be required to review, approve, and sign fiscal documents.
f) **Submission**
The Grants Office ensures timely and accurate submission of proposals to funding agencies.

6. Grant Report Process

a) **Report Development**
The PI/PD prepares programmatic and fiscal reports and gathers required documentation.
b) **Internal Review and Approval**
Reports must be reviewed and approved by relevant parties, including the

Division Dean, Vice President, Grants Office, Accounting Services, and College President or designee.

c) **Institutional Approval**
A Vice President or his/her designee may sign a grant report on behalf of the institution when allowed by the funder. The Vice President of Finance may be required to review, approve, and sign fiscal documents.

d) **Submission**
The Grants Office ensures timely and accurate submission of reports to funding agencies.

7. Post Award Process

a) **Award Notification**: Grants Office receives and disseminates award documents.
b) **Kick-Off Meeting**: Held with PI/PD, Grants Office, and Accounting Services to review terms and conditions.
c) **Budget Monitoring**: Expenditures must align with the approved budget and funding agency requirements.
d) **Reporting**: All programmatic and financial reports must be submitted in a timely manner.

8. Compliance

a) All grant activities must comply with federal (e.g., 2 CFR Part 200), state, and institutional regulations.
b) The College reserves the right to decline or terminate a grant if found noncompliant or not in the best interest of the institution.

9. Record Keeping

The Grants Office shall retain all grant-related records, including proposals, award letters, financial reports, and correspondence, for a minimum of five (5) years or as specified by the funding agency.

10. Review and Revision

This policy shall be reviewed every two years by the Grants Office in coordination with the Vice President of Institutional Effectiveness and Communication

Reference: Board Report 6219
Implemented: July 7, 2025
Revised: July 7, 2025