

# Policy Manual



<b>Title:</b> Grants Compliance	<b>Number:</b> 6Hx2-6.18
<b>Legal Authority:</b> <i>Fla. Statutes</i> 1001.64 (4) (b)	<b>Page:</b> Page 1 of 1

## GENERAL STATEMENT

This policy outlines the grants and contracts compliance framework to be utilized by all college administrators, faculty and staff. Grants and contracts awarded to the College for program support will be officially accepted or rejected by the Board of Trustees at the next regular meeting following receipt of the funder's approval of the grant. The administration of grants and contracts is required to be consistent with all related college policies and procedures, and the external funder's compliance requirements.

## THE POLICY and THE STUDENT

Grants and contracts for program support will be aggressively sought by the College to enhance and supplement the College's resources to provide scholarships and programs that improve access and student learning outcomes.

## THE POLICY and THE FACULTY AND STAFF

Administrators, faculty and staff will be active in the pursuit of and administration of all grants and contracts for program support. The Office of Grants Development will work with each applicable college area as needed. A College employee will be appointed by his/her Cabinet member to each grant or contract as project director. The Cabinet member will provide written acknowledgment that they are aware of the deliverables and they have adequate resources to carry out the responsibilities delineated in the grant or contract. The grant or contract project director is required to work with the College's Grant Accountant to insure that all grant/contract administrative and reporting requirements are followed. The project director's direct supervisor will provide written acknowledgement of their verification that the grant or contract has met all compliance standards. All reports must be submitted to the President in a timely manner for review and consideration.

## IMPLEMENTATION and OVERSIGHT

The Senior Vice President of Administration, the Vice President for Development/Executive Director of the Foundation, and the appropriate level cabinet member are all responsible for the implementation and oversight of this policy; including, in consultation with the Associate Vice President for Human Resources and Equity, the investigation of any alleged policy violations or non-compliance with grants/contract requirements. The President is authorized to establish procedures for the implementation of this policy.

## VIOLATION OF POLICY

All individuals in violation of these established policies may be subject to disciplinary action, up to and including termination.

**History:** Revised as Policy 6.29 on November 18, 1980; reissued on September 21, 1986; revised on December 16, 1986; revised on March 19, 1991; re-numbered on June 18, 1997; revised October 23, 2012

<b>Approved by the Board of Trustees</b>	<b>Date</b> 10/23/12	<b>President's Signature</b> 	<b>Date</b> 10/23/12
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