

Procedure Manual



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SPONSORED AGREEMENTS ADMINISTRATION

1. Administration of Sponsored Agreements

The President hereby designates the Division of Workforce Education and Strategic Partnerships to oversee the pursuit of sponsored agreements and the administration of sponsored agreements that have been directly awarded to the College and formally accepted by the Board of Trustees. The Division of Workforce Education and Strategic Partnerships will oversee the Grants and Sponsored Programs Department, with Grant Development staff dedicated to grant applications and Grants Management staff dedicated to sponsored agreements management support. The Grants and Sponsored Programs Department will be responsible primarily for government grants but may assist the Broward College Foundation with applications for and management of private grants as needed.

2. Processing of Sponsored Agreements

a. Sponsored Agreements That Are Automatic or Mandated by Law

The President or delegee will have authority to accept and execute sponsored agreements for funding that is provided by state or federal agencies routinely or automatically under law. This includes funding appropriated by the Florida legislature and Congress for specific purposes; grants that are designated as entitlement grants; and other restricted funding that the College is awarded without having submitted an application or a request for funding. Examples of such funding are: Open Door funding for workforce training, Perkins V grants for career and technical education, and Officer Training Monies from the Florida Criminal Justice Standards and Training Trust Fund. The Board of Trustees will be notified in a regular board meeting following the execution of any such agreements.

b. Amendments to Board of Trustees Approved Sponsored Agreements

The President or delegee will have authority to complete and sign forms required by sponsors (including Florida Department of Education awards) for amendments to sponsored agreement that might be needed and do not impact the goals or objectives of the award previously accepted by the Board of Trustees. These changes include modifications in the grant project budget, changes in grant project personnel, and extensions of grant project periods. In cases in which the amount of an award previously approved by the Board of Trustees is decreased or increased by the sponsor, the Board of Trustees will be notified of these changes in a regular board meeting following the execution of the amendment.

c. Amendments to Board of Trustees Approved Subaward Agreements

The President or delegee will have authority to complete and sign forms associated with the continuation and management of outgoing subawards (i.e. issued by the College after the Board of Trustees has approved the prime award to the College pursuant to which the subaward is being issued) and incoming subawards (i.e. issued to the College by another entity, after the Board of Trustees has approved the

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subaward). These forms include forms required for annual renewal of a subaward, forms required for changes in the subaward budget, and forms required for modifying the performance period of a subaward. In cases in which the amount of a subaward previously approved by the Board of Trustees is decreased or increased, the Board of Trustees will be notified of these changes in a regular board meeting following the execution of the amendment.

3. Subawards and Selection of Subrecipients

Generally, subrecipients that will support a project being proposed by the College are identified before a grant application is submitted, and they play a role in the development of the grant application. The selection of subrecipients for collaboration on a grant application should be based on a careful assessment of project need and the potential subrecipient's organizational capacity, qualifications, stability, and history of successfully managing sponsored agreements in compliance with relevant requirements. The selection of subrecipients should be led by the Dean, Associate Vice President, or Vice Provost/President overseeing the unit that is submitting a grant application. The Grant Development Officers will determine if selected subrecipients are eligible for a subaward and will complete a risk assessment of the subrecipients. The Dean, Associate Vice President, or Vice Provost/President overseeing the selection process will then submit the selected subrecipients for review and approval by the Grant Application Committee, along with a detailed justification for their selection, the risk assessment, and an overview of the grant project being proposed. If after a grant has been awarded, the project director (sometimes referred to as principal investigator) would like to add a new subrecipient to a grant project, they should notify their supervisor and follow the same selection process and procedure for getting the subrecipient reviewed and approved.

Once subaward agreements are fully executed, the project director will be responsible for ongoing monitoring of subrecipients in accordance with federal regulations (including but not limited to 2 CFR 200.332(e)). Grants Management staff will be responsible for verifying that monitoring is taking place and that subrecipients are complying with financial and programmatic reporting requirements. When subrecipients are not complying with requirements and/or are failing to meet objectives or performance measures as established in the subaward agreement, Grants Management staff will notify members of the senior management team, and the senior team management will decide on the appropriate action to take, which may include termination of the subaward.

4. Sponsored Agreement Applications - Approval Requirements

The following procedures for review and approval of sponsored agreement applications prior to submission will hereby be implemented in accordance with Policy 6HX2-6.18. Once the outline of an application has been developed for a specific opportunity in collaboration with a project director (or principal investigator), Grant Development Officers will identify all the departments and divisions that will be required to commit resources in support of the proposed project. Each department or division

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will then be asked to assess its capacity to provide the necessary resources and complete an internal review process. Upon confirming adequate resources, the department or division shall complete a form provided by Grant Development staff confirming their support of the project, and the form will be signed by the division or department's Vice Provost/Vice President before an application is submitted.

Grant Development Officers will also convene a standing Grant Application Committee, which on a monthly basis, will review, discuss, and approve sponsored agreement applications before submission. Committee members will include representatives from the General Counsel's Office and the Academic Affairs, Facilities, and Finance Divisions. The Grant Application Committee will monitor the pipeline of government grant applications and ensure that the College can meet any proposed obligations regarding the hiring of personnel and launching of new programs and initiatives. In cases in which the Grants and Sponsored Programs staff are collaborating with the Broward College Foundation on private grant applications, these private grant applications will also be presented to the Committee for their review and approval, although submission of these grant applications will be the responsibility of the Broward College Foundation. The Committee will also review and approve any proposed subrecipients associated with an application. In cases where an unexpected grant opportunity arises and there is not enough time for the committee to meet to discuss an application before the deadline for submission, Grant Development Officers will provide information on the opportunity and the proposed project to committee members by email for their review and approval.

5. Authorized Representative for Federal Grants and Other Sponsored Agreements

The Associate Vice President for Grants and Sponsored Programs, or a person in a similar position supervising the Grant Development and Grants Management staff, will be the authorized representative for the College in communications with federal agencies regarding sponsored agreements. The authorized representative submits federal grant applications on behalf of the College, after they have been approved for submission. Once a federal award has been accepted by the Board of Trustees, the authorized representative submits requests for approval of budget changes, annual budgets for continuation awards, equipment purchases, changes in grant-funded personnel, no cost extension requests, and other changes that may be needed to ensure the grant project's success.

6. Roles of Project Director and Grants Management Staff

Project directors (or principal investigators) are primarily responsible for the management of sponsor-funded projects. Only full-time staff or faculty members may serve as project directors, with the approval of their supervisors and senior management. The responsibilities of project directors include hiring and supervising grant project staff, procuring services, equipment, and supplies in accordance with the approved grant budget, ensuring that the project is achieving objectives according to the proposed timeline, monitoring expenditures, monitoring subrecipients, and preparing and submitting programmatic performance reports. Grants Management staff will provide oversight and support to

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grant projects across the College and reduce potential risks to the College associated with mismanagement or failure to comply with regulations and policies. Grants Management staff will support project directors with the implementation and management of sponsored projects, regular monitoring of project progress, informing project directors of regulations, policies and guidelines relevant to their sponsored projects, ensuring that all relevant regulations, policies, and guidelines are being followed, assisting with obtaining the sponsor's approval of changes in budgets, grant-funded personnel, and award periods, and reviewing and approving programmatic reports before submission.

7. Guidelines for Pursuing and Managing Sponsored Agreements

The Grants and Sponsored Programs Department will develop additional internal requirements and guidelines for sponsored agreements applications and management. Essential requirements and guidelines will be provided to faculty and staff in the form of a Sponsored Agreements Guide. The Grants and Sponsored Programs Department will revise and update the Guide as needed, in response to changes in regulations and policies. Grants and Sponsored Programs staff will also explain and clarify requirements and guidelines in regular documented meetings with faculty and staff serving as project directors.

8. Grant Programmatic Performance Reports

Grant performance reports must be reviewed by the Grants Management staff and approved by the Associate Vice President for Grants and Sponsored Programs before submission to a state or federal agency, or another funder. The Sponsored Agreements Guide will delineate processes for verifying information in a report with the project director's or principal investigator's supervisor.

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