

COLLEGE-
APPROVED GRANTS

Competitive grant funds enable the College to initiate, expand, and enhance educational and student support programs and are therefore recognized as a key fund development activity.

GRANT
DEVELOPMENT
AND SUPPORT
SERVICES

To facilitate and support the development and submission of well-designed, strategically planned, and competitive grant applications, the Grant Administration Office will provide comprehensive services that include:

1. Researching and identifying funding sources for new initiatives and for the continuation of current programs;
2. Working with members of the College community in developing successful proposals
3. Serving as a resource for funding opportunities;
4. Maintaining a library of grant resource materials for the College community;
5. Distributing requests for proposals (RFPs) to the appropriate departments;
6. Assisting in all aspects of preparing grant proposals;
7. Aiding the college community in meeting grant requirements and deadlines;
8. Notifying appropriate members of the College of grant submission and approval;
9. Developing grant budgets;
10. Developing and conducting grant workshops and seminars;
11. Contacting potential funding agencies; and
12. Collaborating with external parties on potential grant initiatives.

GRANT
DEVELOPMENT
PROCESS

To ensure that all submitted grant applications are developed with the approval of the College administration, are strategically designed to meet recognized College goals and community needs, and do not create a conflict with other fund development initiatives, the following regulations have been established:

1. Grant initiatives, projects, collaborations and other grant-related activities will be conducted through the Grant Administration Office.
2. Faculty and staff developing a grant application will be responsible for obtaining the written approval of their supervising Dean and submitting a copy of the approval to the Grant Administration Office prior to the substantial development of a grant application.
3. Upon receipt of a Dean's written approval, the Director, Grants Administration will assist college personnel with the preparation of grant proposals, will provide technical assistance, and will ensure compliance with grant guidelines, procedures, and timelines.
4. College personnel will provide the Grant Administration office copies of relevant RFPs, proposal applications, related notes, application forms, and other pertinent correspondence for all grant applications that are submitted in the name of the College.

APPROVAL OF
GRANT
SUBMISSIONS

Upon the review and approval of the appropriate College Dean, grant proposals will be processed by the Grant Administration Office to obtain the approval of the College's President and necessary signatures.

PENDING GRANTS

Pending applications will be monitored by the Grant Administration Office. The Director, Grants Administration will be listed as the point of contact for Brazosport College proposals and grant applications. The Grant Administration office will maintain contact with funding agencies for addendums, revisions, and updates related to applications and budgets.

GRANT AND
CONTRACT
NOTIFICATIONS

Notification of all competitive grant awards and contract documents shall be sent to the Grant Administration office for processing. Notification of awards and contracts will be forwarded to the President's office, the Executive Council, and other appropriate College personnel.

The Director, Grants Administration and other Business Office personnel will review the contract for required performance outcomes, obligatory reports, federal/state compliance requirements, evaluation components, and other conditions.

All grant contracts will be processed for the President's final approval and signature through the Grant Administration office. The Marketing and Communications office will be notified of grant awards and contracts to facilitate news releases. The Director, Grants Administration will schedule a meeting with the grant project personnel, the appropriate Dean, and Business Office staff members to review and discuss budgetary requirements/ procedures, programmatic requirements, and other appropriate issues.

**ADMINISTRATION
OF GRANT FUNDS**

Upon receipt of funding, the Grant Administration Office will assist in the preparation of supporting documents; however, the management of grants (both programmatic and budgetary) will fall under the auspices of the appropriate Dean and Project Director.

**GRANT REPORTING
PROCESS**

Grant Project Directors of each program are responsible for all appropriate reports required by funding sources. The Grant Administration office will maintain a calendar of reporting due dates to ensure the timely submission of grant reports. Grant Project Directors will coordinate reporting efforts with the Grant Administration Office before the reports are submitted to funding agencies.