CLOVER PARK TECHNICAL COLLEGE
PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY		
3	17P	Grant/Contract/Special Application Review	Adopted 1999	Campus Forum	Reviewed 2022
			Revised 2022	2004	Next review 2025

PROCEDURE

In order to ensure the College's awareness of, and commitment to, proposed activities and purchases in grant proposals, a number of signoffs must occur before submission to any public or private grant opportunity. More detail on the grant development process is available in the Grant Development Plan. This procedure applies to grants which are not annual allocations or budget submittals to the State Board, which are covered by a separate process. Grants to be submitted through the CPTC Foundation also follow a separate process.

All grants submitted on behalf of the College must be reviewed by and approved by the divisional Direct Report who would oversee the work if funded, the College's chief grants officer, and the Finance office. The grant proposal and budget narrative must be routed through these approvals at a minimum of one week before the proposal is due in order to have sufficient time to provide feedback and make corrections.

Grant budget items requiring additional approvals:
- Personnel – If a grant is proposing to hire new personnel or significantly repurpose the time of current employees, the Executive Team must approve before the grant is submitted.
- Capital and Facilities Purchases – If a grant is proposing renovation, construction, or the purchase of major (in cost or size) equipment, Finance and Administration must approve before the grant is submitted.
- Matching Funds – If a grant is formally committing cash or in-kind resources (such as current employee time or campus space) as a match to a grant, the Vice President for Finance and Administration must approve before the grant is submitted.

APPROVAL:

By: _____   Date: 7/7/2022
Samantha Dana, Associate Vice President for Institutional Effectiveness