



College of The Albemarle Procedure

Procedure Number: 2.3.11.1

Page 1 of 1

Title: Grants, Contracts, and External Agreements

Related Policies and Procedures: Policy 2.3.11 Grants, Contracts and External Agreements; Policy 6.2.12 Review of Grant Funded Projects and Programs; Procedure 6.2.12.1 Review of Grant Funded Projects and Programs; Policy 6.3.6 Contracting Authority; Policy 2.2.11 Bidding for Construction Work

Division of Responsibility: Institutional Research, Planning, Effectiveness and Technology, Business and Administrative Services; Operations

External funding to advance the College and its programs may take the form of federal, state, or local grants, corporate funding, or private foundation funding. It shall be the responsibility of each department and the personnel therein to initiate the pursuit of external funding through the President's Leadership Team (PLT) with final approval from the president and, when required by policy, the approval of the Board of Trustees as recommended by the appropriate committee of the board. The initiating department should determine feasibility and appropriate application of any grant request and should provide outlines, plans, rough drafts, and other appropriate materials necessary to produce a final proposal to present to PLT for their consideration and recommendation to the president for their decision.

1. Copies of the complete grant application, including file copies of grants submitted electronically, shall be kept by Institutional Research, Planning, Effectiveness and Technology (IRPET) and Business and Administrative Services, or The College of The Albemarle Foundation if applicable, who shall be notified immediately upon the successful or unsuccessful award of a grant.
2. Upon receipt of the funding or proposals for external funds, it shall be the responsibility of the initiating department to manage the program and to keep the following stakeholders informed of programmatic and funding related matters: the president, Business and Administrative Services, and the grants coordinator and executive director of The College of The Albemarle Foundation, if applicable.
3. It shall be the collective responsibility of the president, the vice presidents, the chief financial officer, the executive director of The College of The Albemarle Foundation, and the appropriate department to ensure that all applicable federal, state, and local statutes, procedures, regulations and reporting requirements are met.

September 26, 2023

September 26, 2023

September 26, 2023

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision