



**LCC**  
LASSEN COMMUNITY COLLEGE

**GRANTS  
PROCEDURES MANUAL**

**2013-2014**

## INTRODUCTION

Lassen Community College (LCC) encourages and supports its employees who are interested in applying for funding from external sources. LCC fosters a culture of grants and suggest applying for grants to advance the academic mission of the LCC.

The Institutional Grants Taskforce (IGT) exist to help employees, prepare, and submit institutional grant proposals to private foundations, corporations, and government agencies, and also to assist with stewardship of grants (e.g., tracking budgets, reporting on progress and spending) after they are awarded.

The role of the IGT in the pre-approved (grant preparation) phase is to facilitate the grant application process through the provision of the grant request form (GRF) [<http://www.lassencollege.edu/Assets/rpit/Grants/GRF.pdf>]. The IGT will meet on a monthly or as-needed basis to review proposal to determine the feasibility of the grant in relation to the institution. Importantly, the IGT serves as a clearinghouse for all proposals being submitted on behalf of LCC.

## SECTION 1: THE PROCESS

### 1.1 Proposal Selection

Prior to pursuing a grant opportunity, individuals must determine program, departmental and/or institutional need for exploring and developing new programs, meeting emerging standards, responding to deficiencies, and strengthening processes. Additionally, it is imperative to identify the capacity and capability of the program, department and institution to manage and operate effectively with the funding allocated. This will be completed through the Grant Request Form [<http://www.lassencollege.edu/Assets/rpit/Grants/GRF.pdf>]. The form and supporting documentation (e.g., Needs statement, RFP) will be reviewed monthly or as needed by the Institutional Grants Taskforce to determine institutional feasibility to pursue.

### 1.2 Proposal Preparation

Once approved by Institutional Grants Taskforce, the grant project will be strategically outlined with the requestor and Institutional Grants Taskforce to meet specific requirements and deadlines of the proposal. To ensure effective progression through the process, all memorandums of understanding are to be completed and partnerships are in full understanding and agreement to participate are completed prior to participation. The following link provides a memorandum of understanding template related to grant project participation [[http://www.lassencollege.edu/Assets/rpit/Grants/mou\\_sample\\_guidelines.pdf](http://www.lassencollege.edu/Assets/rpit/Grants/mou_sample_guidelines.pdf)].

### 1.3 Proposal Development

Detailed guidelines for preparing a proposal for submission on behalf of LCC can be found at the Grants web page [<http://www.lassencollege.edu/about-us/institutional-research/grants>]. While the guidelines on the LCC website and those outlined below are meant to help you understand the procedures, the IGT are available to provide guidance through the process. To ensure proper and timely action is taken, please complete the correct documentation early to avoid any limitation to the process.

Proposal development is a multifaceted process which requires effective championing and collaboration as means to develop and present a needs assessment and planning processes throughout the life of the grant. The writing process can be accessed through Grant writing Participant Guide [<http://www.lassencollege.edu/Assets/pit/Grants/GrantWriting.pdf>], which covers the essential information needed to develop effective grants. Additionally, the Department of Institutional Effectiveness and Research has a repository of data warehouse [<http://www.lassencollege.edu/about-us/institutional-research/resources>] that cover local, region, state and national data to support the needs assessment process. The recommendation from the IGT is to use a project logic model [<http://www.lassencollege.edu/Assets/pit/Grants/LCCLogicModel.docx>] which is an effective planning tool to organize the grant.

Proposals will be partnered with a member of the IGT to support the initiative and keep the grant development on tasks with the proposal process. This method will ensure interested parties can a centralize expert to provide guidance and on-time deliverables.

## SECTION 2: KEY CONTIBUTORS

### 2.1 Positions and Responsibilities

#### Principal Investigator:

The Principal Investigator has the primary responsibility for securing departmental approval of any proposal prior to submission. The Principal Investigator must submit any proposal that requires the signature of an officer of the College to the IGT for preliminary review before the institutional signature is affixed. In addition, the Principal Investigator is responsible for remaining within the bounds of any and all rules or regulations attached to receipt of an award.

#### President:

The president is the college official responsible for providing college approval for grants submissions. The president must approve all requests for release time, cost-sharing, and matching funds. Please contact the president prior to starting your grant preparations.

#### Comptroller and Business Office:

The comptroller is responsible for the implementation of college, sponsor, or regulatory agency policies as they pertain to the financial transactions of the college.

#### Human Resources:

The Office of Human Resources is responsible for recruitment of new employees; administration of College-provided benefit plans; acting in an advisory capacity in compensation issues, employee relations, and staff development; administration of the college's affirmative action plan; compliance with all applicable state, federal, and local employment laws. All personnel paid for through a grant must follow the normal employment procedures of the college and be processed through Human Resources.

#### Information Technology:

Information technology (IT) is responsible for assisting faculty, staff and students in their computing work. The staff offers: assistance in the evaluation and purchase of hardware and software, training and written documentation, troubleshooting and repair. Faculty preparing grant applications for projects that involve computer purchase or usage must consult with IT to discuss the inclusion of equipment funding requests, budgeting for Internet-accessed computing resources, expert consulting service (purchased outside the college), and to ensure compatibility of proposed equipment with institutional equipment planning. IT also supports the college's non-instructional computing activities. Information processed in this domain is controlled by the various administrative offices of the college.

#### Department and Division Chairs:

Department and Division Chairs are responsible for fostering and promoting scholarly activities within their departments. Department and Division chairs should review proposals to ensure that proposed commitments are compatible with department needs and priorities.

## SECTION 3: BUDGET DEVELOPMENT

The budget of a proposal must be as accurate as possible, and be based on estimated costs, some of which may change prior to notice of award. When a project is expected to extend over more than one year, the budget for each additional year should be increased at the standard "cost of living" rate. The components of a budget are the DIRECT COSTS (those directly attributable to the project), and the INDIRECT COSTS (those that cover general management and support charges). Indirect costs are usually only charged to federal grants, unless the guidelines for a private grant allow inclusion of indirect costs. Except for the cases where indirect costs are not acceptable or are specifically set by the funding agency, proposals should include indirect costs based on a negotiated percentage of salaries and wages.

### A. DIRECT COSTS

1. Salaries and Wages - List faculty, staff, and student salaries. Estimated time committed to the project by each should be clearly stated. Summer salaries and academic year salaries should be listed separately.
  - a. Applications incorporating provisions for extra pay for work normally will be approved to provide for up to two months of extra work during the summer. One month's summer salary is equal to 1/9th of the annual contract salary for the prior academic year. Exceptions to this policy must be approved by the president.
2. Benefits – Benefits (Other Personnel Expenses, or OPE) should be calculated for all salaries or wages to be expended. Rates differ for summer versus academic year, for faculty versus staff (depending on if it is part of his normal job), and for students.
3. Supplies - Identify as specifically as possible any and all consumable supplies needed for the project. Estimated costs for these should be obtained from the appropriate campus office.
4. Equipment - List the estimated costs of specific equipment necessary to the project. If computers or software are necessary to the proposed costs, college IT must be consulted.
5. Renovations – Costs for building alterations, power consumption, etc., must be verified by the Director of Facilities, and other appropriate officials and the chair of the department originating the proposal.
6. Travel - All travel attributable to the project should be itemized. Travel expenses should be sub-divided for domestic travel and foreign travel. Travel costs should be obtained from a travel agency or printed off a travel website.
7. Consultants - State the total amount for such services and how the total was calculated. Obtain a statement from the consultant detailing hourly charges.

8. Subcontracts - Federal agencies require that both the contractor and subcontractor adhere to Office of Management and Budget requisites regarding accounting and audit procedures. It is the responsibility of the Principal Investigator to obtain assurance from the subcontractor that compliance with federal regulations will be maintained. Failure to do so makes the primary contractor liable. Subcontracts on federal grants may not be issued to any person or entity appearing on the U. S. Government Terrorist Exclusion list [<http://www.state.gov/s/ct/list/>].

## B. INDIRECT COSTS

1. Negotiated Indirect Cost Rate - The College has a negotiated percentage rate to be used in the calculation of indirect costs. The rate is applied to salaries and wages and differs for on-campus and off-campus project time. Consultant fees should not be included as salaries and wages.
2. Limited Indirect Cost Rate - Some funding agencies limit indirect costs or disallow them entirely. The program guidelines detail the applicable regulations.

## C. COST-SHARING

Federal agencies may require the institution to demonstrate its participation through the contribution of a portion of the funds required for the overall project. Faculty salary, related fringe benefits, the difference between the college's negotiated indirect cost rate and the cost rate allowed by the funder, and other non-federal grant support are often proposed for cost sharing. General supply and expense items should not be included in the cost share line.