
Revision Responsibility: Vice President for Advancement
Responsible Executive Officer: President

Source/Reference: [TBR Policy 1:03:02:10](#)
[TBR Guideline G-030](#)

PURPOSE

To establish parameters for funding proposals to outside agencies and responsibility for internal review and approval.

POLICY

- I. Only proposals for the funding of activities consistent with the mission and goals of the College will be submitted to outside agencies.
- II. Any College employee may initiate action to prepare a proposal for funding from an outside agency, but must do so through appropriate campus procedures.
- III. No proposal may be submitted to an outside agency without written approval by the president.
- IV. Responsibility for coordination of grant proposal development and management rests with the grants director or, in the absence of a director, with the vice president or administrator of the area in which the grant is to be housed.

PROCEDURES

For a user-friendly guide, please see the Grant Procedures Flowchart.

- I. Proposal Preparation and Submission
 - A. The grants director is available to assist in research for possible funding sources for specific projects or needs. Contact the grants director to initiate assistance.
 - B. Employees planning to initiate a proposal that will be submitted by Columbia State must first seek approval from their division dean or immediate supervisor. Once approved, the initiating employee should consult the grants director who will seek additional administrative approvals.
 - C. Employees considering partnering with another institution or institutions on a proposal that will be submitted by a partner institution must first seek approval from their division dean or immediate supervisor and complete the Partner Proposal Request Form.

- D. After acquiring all necessary approvals, the initiating employee will prepare the grant application with assistance as appropriate from the grants director and others. The grants director will work with Business Services in development of the budget.
- E. Prior to the proposal submission deadline, the initiating employee will submit a draft proposal to the grants director for review. The grants director will provide feedback and submit a revised draft to the administration for review and approval, along with the Final Proposal and Budget Approval Form.
- F. After obtaining all necessary approvals, the grants director will submit the proposal to the granting agency or, in the case of a proposal to be submitted by a partner institution, to the partner institution.

II. Grant Implementation and Management

- A. The grants director will notify appropriate stakeholders once a decision has been made by the funding agency; for grants that are funded, this will include the Communications office.
- B. If the proposal is funded, any modifications will be negotiated with the project lead and Business Services.
- C. The grants director will facilitate administrative approval via the Contract Approval Form and submit the signed contract to the funding agency.
- D. During implementation of the grant, the project lead will work with the grants director and other relevant parties to prepare and submit all reports required by the granting agency and ensure compliance.
- E. Upon project completion, the project lead will work with the grants director and Business Services to close the grant account and submit necessary final reports to the funding agency.

III. Records Retention

All records and contracts pertaining to the grant should be maintained by the appropriate college office (Business Services, Human Resources, Grants, etc.) in accordance with TBR policies and guidelines and the specific requirements of the funding agency. A record of the location of said files is to be maintained in the Grants office.