

# **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 9**

**TITLE:** Grants and External Funding Applications

**EFFECTIVE DATE:** March 3, 2005

**DATE REVISED:** August 1, 2008; July 31, 2014

## **A. PURPOSE**

To provide procedures for approval and submission of applications for external funds.

## **B. SCOPE AND APPLICABILITY**

This procedure applies to all institutional grant applications prior to submission to an external agency.

## **C. DEFINITIONS**

- A. Proper internal authorization – written approval of the President following consultation with the Vice President for Academic Affairs, Chief Financial Officer, the Vice President for Institutional Advancement. Other relevant officers may be consulted at the President's discretion.

## **D. PROCEDURES**

- A. Notice of Intent to File a Grant Application including Project Title, Principal Investigator or Director, Amount Requested, Deadline Date and student service to which project is related must be approved by initiator's supervisor prior to grant writing and production.
- B. The Notice of Intent is then submitted to the following for approval: Vice President for Institutional Advancement, Chief Financial Officer, and Vice President for Academic Affairs
- C. The approval of the President is required to initiate a grant application.
- D. Upon notice to proceed, the Principal Investigator or Director coordinates grant writing and production with the Senior Secretary of Institutional Advancement.
- E. The Senior Secretary of Institutional Advancement maintains a schedule and checklist for each grant application. S/he notifies the Principal Investigator or Director and Vice President of Institutional Advancement when schedule slips or application is incomplete.
- F. The Principal Investigator or Director submits the grant application to the Vice President for Institutional Advancement, Chief Financial Officer and Vice President for Academic Affairs no later than one week prior to the submission deadline for review.
- G. The approved application is submitted to the President for signature no less than

three days prior to the submission deadline.

- H. A copy of the signed application is submitted to the WV Council for Community and Technical College Education.
- I. Upon notification of grant approval or denial from grantor, the President forwards the documentation to the Principal Investigator, Vice President for Academic Affairs, Chief Financial Officer, and Vice President for Institutional Advancement.
- J. The Vice President for Institutional Advancement notifies the WV Council for Community and Technical College Education of the grant disposition.
- K. The Senior Secretary of Institutional Advancement updates the grant application file and enters approved grants into the performance tracking system.

**RELATED POLICIES AND/OR PROCEDURES:** Operating Rule 1 – Grant and External Funding Applications; Replaces NRCTC A.300

**RESPONSIBLE OFFICES:** Institutional Advancement

**Approved by:** President's Cabinet