



**Grants & Contracts
Policies and Procedures Manual**

For assistance with researching funders, writing grants applications or proposals and/or with Northern Oklahoma College's grant process, or questions on this manual, please feel free to contact:

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Introduction

In order for Northern Oklahoma College (NOC) to enhance the college's ability to achieve the vision of high quality, accessible, and affordable educational opportunities and services, NOC encourages faculty, staff, and administrators to be aware of external funding opportunities supporting projects, programs, and activities that will deepen and enhance our institutional mission. This *Grant Policies and Procedures Manual* is provided to support awareness of the grant development process that includes research, locating funding sources, proposal writing, and grant program management. In the past, grant development has been decentralized across the college. In 2012, a systematic approach centralizing the process within NOC was initiated. With a more standardized process in place, NOC hopes to strengthen the college's ability to secure a broad base of external funding. Grants can help you support community needs, build strong partnerships, establish new connections and supporters, and increase sustainability of your personal research goals. NOC also hopes to achieve financial benefits for all departments and to enhance the student experience, especially in the areas of recruitment, retention and degree completion. Even small grants can be worth the effort as they may be easier to obtain, be a better fit for your project scope and intent, lead to other grant opportunities, and result in increased support from the community and NOC officials.

A goal of this centralized process is to align grant development with the Strategic Plan (2013-2018) and assure optimal implementation and sustainability of grant-funded initiatives throughout the college. NOC works in partnership with the NOC Foundation to achieve external funding from federal, state, corporate and private agencies, donors and other foundations. Financial Affairs serves as the fiscal agent for funds raised. Money provided to support sponsored projects can provide a significant financial resource for the College and for individual departments. Paperwork associated with grants can be complex, and all reports and other associated documents need to be handled promptly and properly. These records are crucial to the College, to the agency providing the grant, and to all people involved in administering the agreement. Accountability is an essential element of contract and grant management. All grants must be carried out within budgetary guidelines and other guidelines the funding agency and the College have implemented. That is exceptionally important since any disallowed expenditures would have to be paid by the department, division or College involved in the project. Expenditures need to be closely monitored and well documented.

Northern Oklahoma College Grants & Contracts Policies and Procedures Manual

NOC: Goals, Mission, Vision, Values, and Purposes

- A. Goals:** NOC's grant planning process is aimed at obtaining sustainable external funding to support the College's strategic plan (SP) and to advance its five primary goals:
- Enhance the quality of life for NOC students (SP 1A)
 - Enhance recruitment, retention, and graduation (SP 1B)
 - Cultivate and maintain partnerships to inform and improve academics, student experiences, and regional needs (SP 2)
 - Upgrade facilities for quality and efficiency (SP 3)
 - Enhance professional development and quality working conditions for NOC employees (SP4)
 - Diversify and increase revenue streams (SP 5)
- B. Mission:** To provide high quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.
- C. Vision:** To be a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness.
- D. Core Values:** Personalized Education, Community and Civic Engagement, and Continuous Improvement.
- E. Purpose:** The purpose of NOC's grant planning process is to identify funding opportunities and coordinate efforts to submit grant applications for the development of programs in academics, student services, and other areas as needed while providing responsible grant management.



Grant Process Procedure Plan: How to Get Started

Purpose: The main purpose of this *Grant Policies and Procedures Manual* is to assist faculty, administrators, staff and others involved in the grant writing process by providing clear guidelines so that the approval procedure can be met, ultimately rendering a successfully awarded grant. In addition, resources for grant development, writing and submission, as well as a listing of funding sources are also provided. It is hoped that you will find this manual helpful in pursuing sustainable external funding for your ideas, programs and initiatives. These policies and procedures are intended to enhance communication, increase collaboration, provide accountability, proper agency stewardship, and to assist those responsible for grant management and reporting. Overall, we hope that this manual will serve to increase the effectiveness of NOC's grants program.

- 1. Come up with an Idea** or build on one already in place. If you see a grant opportunity that you might be able to build a program around - use it as a springboard. Your plan is encouraged to fit within NOC's Strategic Plan. In addition, it is wise to advise your Grants Coordinator of your idea/plans so that she/he may provide helpful information to you.
- 2. Develop a Plan:** See "Grant Development Plan" below for how to develop a one-page concept paper (basically contains the 4 components listed below).

Grant Development Plan - When planning a grant proposal, consider these four components:

- **An Overview of Your Idea/Plan/Program/Project/Proposal: What?** Consider: What is your passion? Your interest? What unmet need do you see in the community? At NOC? In the state? Nation? World?
- **The Need: Identify the Stakeholders & Expressed Need: Why?** Why do this project? What is the need for it? Why your community or target group? Include research on college demographics & statistical evidence. How do you know? What's the research show? Why now?
- **Why You – or Your Organization: Who?** What do you (individually or in tandem with colleagues) have to offer? Brief history; overview of organization, department, agency, division work accomplished, mission, goals, purpose. Board Members? Partners? Collaborations? Industry? Community?
- **Resources Needed: How?** What resources will it take? Preliminary Budget? Sustainability? In-kind Support? Matching Funds Needed? (Much easier if "no matching funds" needed). Challenge Grant? Competitive Grant? Collaboration Grant? State Grant?

3. Match Your Idea to Funding Sources:

Unless of course, you already have the source in mind on which to base your proposal. If not, contact the Grants Coordinator. The Grants Coordinator is an excellent source for funding opportunities and

often has the resources to search for additional funding agencies. Your ideas and plans for programs can help the coordinator to track other alternative funding sources, and can assist you in finding matching resources for your proposals. The Grants Coordinator is located in Academic Affairs.

If you would like to do your own looking, a list of potential funders are available online at www.grants.gov. Notable funders are National Science Foundation <http://www.nsf.gov/funding/>; U.S. Department of Education <http://www2.ed.gov/fund/grants-apply.html>; US Department of Agriculture http://www.usda.gov/wps/portal/usda/usdahome?navid=GRANTS_LOANS; Foundations www.foundations.org

4. Proposal Planning Sheet

The Proposal Planning Sheet is available on-line: <http://www.noc.edu/grant-development>. It appears on the left hand side of the page. The Proposal Planning Sheet is also located at the end of this manual. Please fill out the form and submit to the Grants Coordinator. The Grants Coordinator or Grants Accountant will assist in completing the form and obtaining the required signatures. Copies of the form will be presented to the Grants Committee.

5. Writing the Proposal

Funding sources issue Request for Proposals (RFP's) with directions on how they want the grant proposal to be written. These directions must be followed exactly. The Grants Coordinator is available to help you through all aspects of this process. The following grant writing tips may help you in developing a proposal:

- A. **Eligibility.** Be sure YOU and your organization is eligible. Consider partnering with organizations that may be eligible (if yours is not): i.e. "LEA's are Local Educational Agencies – K-12 schools; school systems; Partner with Institutes of Higher Education (IHE's) – colleges, universities, community colleges – or Partner with local departments; community service agencies; business/industry, etc. Organize partner meetings with clear agendas; take notes at the meeting(s) from which the proposal can later be developed. In addition, to be able to apply for external funding at NOC, an individual must be a full time faculty member with one of the following appointments or a tenured faculty member. Part-time (Adjunct) Faculty must receive prior approval from Division Chairs upon recommendation by the Vice President of Academic Affairs before applying for external funding.
- B. Make sure the deadline, i.e., time frame, is "doable," for submitting the proposal. NOC Faculty and Staff should research Foundations and government opportunities (federal and state) to determine if funding opportunities fit with ideas. Hint: Look for number of proposals to be funded: if too few, look elsewhere. Government proposals are often lengthier, but funding is usually larger. Foundation proposals are generally easier to write, but often the grants are not as large.
- C. Follow the Guidelines (RFP's) to the letter:
 - Watch font size, margins, page limit, word count, and spacing. If space is an issue, use Garamond font if agency guidelines *allow*. Always be cognizant of agency guidelines. Follow the detailed instructions.
 - Utilize the NOC Fact Book and Institutional Research Director.

- Revise-edit-revise: Readability is key, as grant reviewers receive thousands of proposals, and ease of reading makes them more likely to look closely at yours.
- Use **bolded headings** to distinguish proposal parts.
- Less is more, double space if possible. (Unless guidelines say you can single space – as single spacing allows you the space to provide more information.)
- Avoid jargon that only you – or your colleagues would be able to read as you never know who will be reviewing your proposal. Simple is better.
- Avoid acronyms with which others may not be familiar. You can use acronyms as space savers after you identify what the letters stand for. (e.g. Northern Oklahoma College (NOC))
- Read & reread to make sure you have all components. (e. g. Documented Need/Problem Statement; Evidence of “research-based” programs/plan; Organizational Information; Key Personnel; Bibliography; CV’s; Required Appendices, etc.). Have others read the proposal to help clarify.
- Call/E-mail Grants Coordinator with questions.
- Match your request to funders’ priorities – use their language when applicable. However, make sure you let them know HOW you will achieve the program’s funding priorities. (i.e., “Students will achieve standards-based math objectives [funders’ language] through using the research-based Chicago math system and applying these principles to building a greenhouse.”)
- Write the abstract/executive summary last.

D. Budget Preparation: Includes line items and budget justification/narrative. Sometimes Budget Preparation is intimidating. In the Financial Affairs office, you can contact the Grants Accountant. Usually funders will ask for a “Budget Justification or Narrative” to be attached or added to the Line Item Budget. In this case, you must justify your expenses.

6. Contractual Liability for Sponsored Programs and Research

All applications for external funding to the College or the NOC Foundation require review and approval by the President and the Grants Committee before submission. All proposed projects or requests for funding, including initial letters of interest/inquiry, subaward agreements or full proposals, must be pre-approved including the President, Vice President for Financial Affairs, Vice President of Development & Community Relations, Vice President of Academic Affairs, Grants Coordinator and/or Grants Accountant.

The deadline for submission of the grant proposal must be carefully considered – since the Grants Committee must review the proposal. Please keep this in mind when planning the timing of your grant proposal submission and the funding source’s deadline for proposal submission. No member of the NOC community should use the name of the College or present themselves as representing the College in securing or committing financial or in-kind support without prior discussion and approval by the President and reviewed by the Grants Committee.

If an application/proposal/contract is not processed through the proper channels at NOC and is subsequently funded there is the risk of the award not being accepted, or a delay in accessing funds. Additionally, if a project is solicited by a third-party, and work is performed on this project in absence of a recognized and fully-executed sponsored program (grant or contract), the PI(s) alone maintains ultimate liability for any and all requirements of the research program. Further, the PI must reimburse the College for any and all costs associated with the use of College resources commonly associated with the pursuit of research and the related indirect costs.

7. Approval Signatures for Proposal Submission: NOC requires proposal submission from faculty or staff members to be reviewed by the Grants Coordinator and Grants Accountant regardless of which NOC department and/or office is taking the lead in proposal preparation and submission. This is to ensure full communication and disclosure of the proposed project.

- **Division Chair or Supervisor Signature**
- **Grants Coordinator**
- **Vice President of Academic Affairs**
- **Vice President of Financial Affairs**
- **Vice President for Development & Community Relations**
- **President**

8. Submission of the Proposal:

Follow guidelines for grant proposals as designated by the granting agency. Some proposals will require multiple copies, some require letters of support, others require appropriate appendices (list of board members, financial audit information, CV's of key personnel, etc.).

Submission requirements vary:

- **Mailing:** Watch the deadline, does it say "postmarked by" ... or "received by".
- **Electronic Submission:** Some foundations require electronic submission of proposals by a certain time and deadline. In this case, proposals can be attached and e-mailed to the appropriate address.
- **Grants.Gov and Fastlane:** PLEASE NOTE: The federal government has gone to an all-electronic system called grants.gov. The National Science Foundation (NSF) version of this is called Fastlane. In this system, documents can be uploaded and all sent at once via the system. There are certain "AOR's" (Authorized Organizational Representatives) who are the only ones that can access this system or submit proposals. If use of this system is required, it is quite complex & takes some time to enter the documents. Plus, the government is not lenient about missed deadlines... or times.

Once internal approval has been received, the Grants Coordinator will submit the application on behalf of the PI and the College, unless noted otherwise by the funding agency.

Grants Management Overview and Standard Operating Procedures for the Principle Investigator

The Grants Coordinator and Grants Accountant provides specific assistance to faculty and staff with the management and administration of grants for the College. The following outlines the responsibilities of the Principle Investigator (PI):

- Assists with processes and compliance issues related to funding agency or organization regulations and standards. Monitors adherence to college administrative, fiscal and accounting policies, procedures, and fiscal reporting related to grant proposals and funding.
- Provides assistance in the planning and development stages of grant budgets.
- Prepares budget estimates and provides technical assistance to the Grants Coordinator and Grants Accountant.
- Meets regularly with Grants Coordinator and Grants Accountant to review and reconcile budget(s).
- In collaboration with the Grants Coordinator and Grants Accountant, prepares special programs/grant project funding reports and summaries.
- Works with Grants Accountant to ensure that sub codes and grant expenditures are acquired in a timely manner and grant fund drawdowns occur on a regular basis.
- Maintains current knowledge of grant funding policies, regulations, and procedures, disseminates and presents information to the Grants Coordinator and Grants Accountant; advises on the implementation of changes and on the impact of changes on funded operations.
- Researches and develops ideas for potential projects and coordinates with Grants Coordinator to find funding sources.

Managing the Grant

- A. Receiving the Contract/Award** When a grantor issues an award (or declination), official notification will be made via phone, letter, and/or email. Recipients typically include the President and/or the PI. Additionally, the U.S. Senator's Office or local Congressman's Office may be notified, if Federal funding is awarded. This contract will bind the institution to the terms outlined in the award notification. Original notification should be sent the Grants Coordinator.
- B. Award Notices** All fully executed award notifications will be kept on file in the Grants Coordinator's office. It is the responsibility of the PI to forward the contract, budget, and award notification letter to the Grants Coordinator's office. The Grant Accountant will assign an account number to the award. The PI will be notified of the appropriate account number and will be expected to attend appropriate training sessions for efficient administration of the grant. Awards are made to NOC not the PI. The original notice of grant award, award letter, or contract for all activities should be provided to the Grants Accountant immediately after it is received if the office has not already been the primary recipient. Also, please provide the Grants Accountant with a copy of or link to any of the sponsor's policies, as this will assist both the Grants Coordinator and Grants Accountant with preparation for the ongoing management of the award.
- C. Receipt of Award Document and/or Check**
Grants and contracts awarded to NOC must be reviewed and accepted by the Grants Coordinator and Grants Accountant, Comptroller, or Vice President of Financial Affairs prior to their execution. Terms and conditions associated with an award will be noted on the Summary of Award Terms and Conditions and distributed, along with copies of the award, to the Grants Accountant, the relevant school business officer and dean, and the PI. The President is the only authorized person who signs acceptance letters, grant acknowledgements, and contracts. Unexpected or questionable terms and conditions will be discussed with the PI and President. Awards that contain conditions unacceptable to NOC may be returned.
Should the PI receive the original award documents, they should be sent promptly to the Grants Accountant, with the PI retaining a complete copy. The Grants Coordinator and Grants Accountant will review the award documents and distribute for account set-up. In the event that a check arrives:
- With an award document, the Grants Coordinator should make a copy of the check for records and security and hand-carry it to the Grants Accountant in the Financial Affairs Office. The Financial Affairs Office will hold the check in the safe until the Grants Accountant reviews the terms and conditions of accepting the funds. Once the award terms and conditions are deemed acceptable to the College, the funds will be placed into a holding account until the grant account is created. Once created, the funds will be transferred into the proper account. The recipient shall contact Grants Accountant promptly to begin the process of acquiring needed documentation about the check's purposes, terms and conditions.

D. Contract Negotiation

The Grants Accountant will work directly with the sponsor and the PI to negotiate terms and conditions that are favorable to both parties, while protecting the rights and obligations of the College and the faculty or staff member involved in the endeavor. The PI will work with both Grants Coordinator and Grants Accountant regarding clauses that often require special attention include confidentiality requirements, the right to publish findings, budget limitations, required reports, retention of records, patent and copyright protection, liability and indemnification.

It is an absolute requirement, and in the PI's best interests, any and all contracts or agreements be thoroughly reviewed and negotiated. Further, such review and negotiation is required so the contractual language is in accordance with the mission of NOC and consistent with the College's adherence to the principles of academic freedom. After the Grant Accountant obtains all official signatures, the PI will be provided a copy of the fully executed agreement and should maintain this agreement for future reference.

E. Execution of Contracts and Agreements

Awards that are made to NOC can only be accepted by the President who is the only authorized person to bind NOC on behalf of the Board of Regents. Agreements or contracts are not considered legally binding unless the President officially signs them. A PI may lose an award if the corresponding agreement is not signed by the President of the College.

F. Continuing Grants and Contracts

The President is NOC's signatory authority and serves as the project binding agent for all continuing contracts and grants, including amendments, renegotiated budgets, and annual budget requests that are awarded to the College. The Grants Coordinator and Grant Accountant will work in collaboration with the PI and the President on all contracts and grants. All fully executed documentation, including amended contracts, awards, annual reports, final reports, and close-out documents should be sent to the Grants Coordinator office for archival.

Post-Award Process

1. Responsibility and Compliance of NOC

NOC assumes full legal responsibility for ensuring all funds received through the award are used for the purposes and intent outlined in the conditions of the contractual agreement. Grants and contracts carry administrative responsibilities, involving strict accountability.

2. Principal Investigator (PI)

The PI has administrative and reporting responsibilities when managing a grant. It is the PI's responsibility to be cognizant of all award requirements and contract details, as well as the policies and procedures of NOC. It is the duty of the PI to review and oversee the successful completion of the contractual and grant funded activities. The PI will be responsible for communicating all programmatic, curricular, and budgetary issues for auditing purposes.

3. Time and Effort Certification

The PI will ensure faculty and/or staff paid in full or in part by a grant certifies the accuracy of this time (i.e. effort) according to the procedures established by NOC in compliance with federal regulations. Once time and effort has been submitted to the Grants Accountant, a copy of the record is printed, signed, dated and submitted to the Grants Coordinator. This is to be determined by the Grants Accountant. It is expected NOC protocols will be followed to ensure accuracy of time and attendance.

4. File Management and Archiving

The PI will ensure that all research files are prepared for storage and/or archiving at the end of the grant cycle. The Grants Coordinator will ensure appropriate notifications are made as to storage and following of protocol for NOC. The Grants Coordinator and Grant Accountant will ensure that all administrative and fiscal files are prepared for storage and/or archiving at the end of the grant cycle. Records should be able to be readily, reasonably, retrievable upon request by the funding agency for a period of not less than five years.

5. Reporting

Reports usually consist of both a financial and a narrative accounting. Some funders require quarterly reports, or semi-annual; some only once a year and/or a final report at the end of the project. Many grantors have specific report requirements. Know what these are and collect your "data" as the grant progresses (rather than trying to remember only at "report" time). Also, know what you have listed in your proposal as measurable goals, outcomes, and/or objectives – progress toward achieving these goals will be included in your report. Knowing what your proposal's goals, objectives, outcomes are makes the reporting process much easier and even enjoyable, as you can see the progress you make. It also allows you to make adjustments for progress not made on your expected outcomes. How can you

“revise” your plan in order to meet your objectives & stated goals? It’s the real research behind the grant. What works? What doesn’t? And how can we change what isn’t working in order to go forward with our program/plan and achieve the results/outcomes we expected?

6. Change in PI

Prior to initiating changes directly with any federal or state agency, grantees wishing to change the PI must contact the Grant Coordinator, Grant Accountant and Department Head. The Grant Coordinator and/or Grant Accountant will submit a formal memo to the Funding Agency noting this need.

Glossary

The following are general terms seen in grant literature, announcements, and related documents.

Award: Funds that have been obligated by a sponsoring agency for a particular project. Awards include grants, contracts, cooperative agreements and other agreements in the form of money, property or service.

Budget: A *budget* identifies the types of costs and the estimated amounts needed to complete the project. This budget will be the basis for authorizing any expenditure on the project and the basis for seeking payment from the funding agency. Generally, funding agencies recognize that there may be differences between the estimated and the actual expenditures for different elements of a project. The degree to which these variances are allowed may depend on federal regulations or on the specific terms of an agreement.

Conflict of Interest Form: A screening form used to identify potential conflicts of interest in sponsored program activities. Conflict of Interest occurs whenever a College faculty or staff member, or other College employee, or a family member of the College employee, has an existing or potential financial or other material interest that impairs, appears to impair, or has the potential to impair the College employee's independence and objectivity in the discharge of his/her responsibilities to and/or for the College.

Cost Sharing: This refers to costs that the funding agency does NOT pay. It may be *Cash Cost Sharing, In-Kind Cost Sharing, Third-Party Cost Sharing or Indirect Costs*. These costs are generally borne by the College. In some cases, a third party may provide cost sharing support.

Direct Costs: Costs that can be specifically identified with a particular project or program.

Extramural Funding: This is a general term for money that comes from outside the College that is used to support a program or project. It may come from federal, state or local governments, business, private foundations, or individuals.

Extension: Sponsor or Grantee approval of additional time (generally not to exceed 12 months) to any budget period, including the final budget period, of a previously approved project period. The extension is generally made without additional funds. Approval of extension must be formalized in writing by the Sponsor.

Grant: A *grant* is an agreement to accomplish something for the public good in exchange for money, property or services. Most federal agencies use a grant document for research awards to universities.

Grantee: The organizational entity or individual to which a grant (or cooperative agreement) is awarded and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-supported project or activities. The grantee is the entire legal entity even if only a particular component is designated in the award document.

Indirect Costs: These are general costs that cannot be clearly identified with a specific project, but are nonetheless necessary to the project. For example, costs of maintaining a building, administrative expenses, or library expenses are types of indirect costs. Indirect costs, based on rates approved by the federal government, should be included in the proposed project budget.

Notice of Grant Award: The legally binding document that notifies the recipient and others that a grant or cooperative agreement has been made, contains or references all terms of the award, and documents the obligation of Sponsor funds.

Principal Investigator (PI): An individual designated by the recipient to direct the project or program being supported by the grant. The PI is responsible and accountable to recipient organization officials for the proper conduct of the project or program. The organization is, in turn, legally responsible and accountable to the Sponsor for the performance and financial aspects of the grant-supported activity.

Program Income: This is income earned by the College that is directly generated by a supported activity or earned as a result of the contract or grant. Examples are registration fees for sponsored workshops or conferences and the sale of items fabricated under an award. See policies and procedures on Program Income associated with sponsored projects.

Sponsored Project: Any externally funded research or scholarly activity that has a defined scope of work or set of objectives, which provides a basis for sponsor expectations. The presence of any one of the following conditions normally identifies the activity as a sponsored project:

- The proposal is submitted in response to an RFP (request for proposals) or similar solicitation.
- The proposal commits the College to a specific line of scholarly or scientific inquiry typically documented in a statement of work to be performed.
- The proposal includes a set of objectives which provides a basis for sponsor expectations.
- The proposal commits College resources, such as the level of personnel effort or use of equipment, facilities, or other resources.
- The proposal includes a detailed budget.
- The proposed project involves the use of human subjects, laboratory animals, radioactive or hazardous materials, recombinant DNA, carcinogens, pathogens, or proprietary materials.
- There is a specified period of performance, typically defined by “start” and “end” dates.
- The sponsor requires deliverables stated in an agreement, such as reports, financial accounting, or intellectual property ownership.
- The award restricts or monitors publications or use of results or requires protection of confidential information.
- The award provides for the disposition of tangible or intangible property that may result from the project such as equipment, records, formal activity reports, theses and dissertations, rights in data, software, copyrights, inventions or research-related materials.
- The award specifies fiduciary responsibilities such as adherence to a line item budget, project audit, payment contingencies, and the return of any unexpended funds at the end of the project.
- The sponsor is involved in making decisions regarding project performance or stands to derive benefit from the work performed.

Stakeholder: A stakeholder is someone who is involved with an organization and therefore has responsibilities toward it and an interest in its success. Stakeholders include, but are not limited to, state and federal legislators; county commissioners and other county officeholders; city officeholders; local, state and national program partners; and community leaders.

Subaward: A subaward (subcontract) is used if part of the research effort under a grant or contract is performed by another organization. Subawards are always awarded to an organization or institution, not to an individual. If an individual not affiliated with an organization is doing part of the work, that individual must be paid as a consultant.

Third Party Cost Sharing: Contributions given to a specific grant or contract by an individual or group from outside both the college and the sponsoring agency. The Grant Accountant posts third party cost sharing to the project financial statements after it is reported.

Total Project Costs: *Direct costs* plus *indirect costs*. This includes the granting agency's share, the College's share, and, in some cases, it may include a third party's share.

History of Revisions

Summary of Revisions completed on **September 1, 2016** included:

- Grammatical changes and clarifications consistent with Accounting manual
- Titles of NOC Personnel changes for consistency
- Clarified person(s) having authority to approve/review grants for NOC
- Revised wording to clarify procedures consistent with Accounting manual

Substantial Changes

- Changed wording to indicate Grants Committee reviews not approves proposals

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Grant Development, Writing, & Funding Resources

This list is not exhaustive. Please use this as only a guide. There are many development and writing guides as well as opportunities available beyond this list.

NOC Grants Website

www.noc.edu/grant-development

Grant Development & Writing

<http://www.tulsacc.edu/about-tcc/grant-development/grant-writing-tips>

<http://www.guidestar.org/rxa/news/articles/2006/grant-writing-101-resources-for-grant-writers.aspx>

<http://www.okhighered.org/grant-opps/writing.shtml>

<http://www.tulsacc.edu/about-tcc/grant-development/resources-grant-writer>

Funding Resources

<http://www.grants.gov>

<http://www.nsf.gov/>

<http://www.usda.gov/wps/portal/usda/usdahome>

<http://www.ed.gov/>

<http://www.wildlifedepartment.com/>

<http://www.hhs.gov>

<http://philanthropy.com/section/Guide-to-Grants/270/>

<http://www.foundationcenter.org>

Information

<http://www.youtube.com/user/NCURA1959>

PROPOSAL PLANNING SHEET

Proposal Due Date:		Proposal Name:
Anticipated Award Notification Date:		Funding Agency:
Start Date:		Web Address for RFP:
Program Length:		Division:
CFDA# or other ID#		Academic Department:

Principal Investigator: _____

Is this person a: ___ Faculty member ___ Staff ___ Senior Administrator ___ Other (Please explain) _____

Co-Investigator: _____

Is this person a: ___ Faculty member ___ Staff ___ Senior Administrator ___ Other (Please explain) _____

Co-Investigator: _____

Is this person a: ___ Faculty member ___ Staff ___ Senior Administrator ___ Other (Please explain) _____

Project Director: _____

Is this person a: ___ Faculty member ___ Staff ___ Senior Administrator ___ Other (Please explain) _____

Is this Grant a: ___ New Grant Proposal ___ Continuation Grant Proposal ___ An annually applied for grant that has been previously funded.		Type of Grant: ___ Grant ___ 501(c)(3) Foundation ___ Contract ___ Other-Specify _____	
		Funds Requested: \$	Indirect Costs: \$

<table border="1"> <tr> <td>Required Match?</td> <td>___ YES ___ NO</td> </tr> <tr> <td>If Yes, % of Match Required</td> <td></td> </tr> </table>	Required Match?	___ YES ___ NO	If Yes, % of Match Required		<table border="1"> <tr> <td>NOC Match In-kind (Attach explication)</td> <td>\$</td> </tr> <tr> <td>NOC Cash Match</td> <td>\$</td> </tr> </table>	NOC Match In-kind (Attach explication)	\$	NOC Cash Match	\$
Required Match?	___ YES ___ NO								
If Yes, % of Match Required									
NOC Match In-kind (Attach explication)	\$								
NOC Cash Match	\$								

Attach a copy of your proposal or answer the following:

Description of project (summarize activities as a result of the proposal):

Briefly describe a timetable for the submission process. Include enough time for the Grants Oversight Committee to review the proposal.

Explain how this project corresponds to the Northern Oklahoma College mission.

Which NOC locations will benefit from the proposed project?

PERSONNEL

Personnel to be Involved	%	Paid by Grant (G), Paid by Match/Contribution (M), or Volunteer/In-kind (V)	Other Grant Commitment	If Yes, % of Time
		___ G ___ M ___ V	___ Y or ___ N	
		___ G ___ M ___ V	___ Y or ___ N	
		___ G ___ M ___ V	___ Y or ___ N	
		___ G ___ M ___ V	___ Y or ___ N	

Approval

Immediate Division Chair, Supervisor or Vice President of the Principle Investigator

Date

Grants Coordinator

Date

FOR ACADEMIC AFFAIRS USE:

IP # _____

Date Entered in Database _____

Principal Investigator Comments:

Grants Committee Comments:

Proposal Planning Sheet Review Procedure

Once submitted, a review of the Proposal Planning Sheet and discussion of the budget will be conducted with the Grants Coordinator and the Grants Committee.

If approved, a copy of this page and a copy of the proposal's signature page(s) will be submitted to the President for approval.

REMINDER: The college's president is the only authorized representative to sign grant applications or contracts. The President's signature must accompany all final proposals.

The grant proposal cited above has successfully completed the institutional grant submission process and is recommended to the president for signature.

Vice President for Academic Affairs

Date

Vice President for Financial Affairs

Date

Vice President for Development
& Community Relations

Date

President

Date