Project Management Manual

For

Implementation and Fiscal Accountability

of Externally-funded Projects

TABLE OF CONTENTS

Bossier Parish Community College
Grants Office
Policy and Procedures Manual

Introduction:

The Grants Office assists campus administrators, faculty members, and staff in identifying appropriate external funding opportunities, developing proposals, and administering awarded funds. The Office serves as a centralized coordinating point for a variety of federal, state, and local competitive funding opportunities.

General areas of responsibility assigned to the Grants Office include:

❖ Negotiating terms of contracts and agreements with grantors.
❖ Reviewing proposed commitments of College funds, new personnel, or additional space requirements being made in proposals.
❖ Providing College assurance to external grantors on all compliance issues.
❖ Reviewing and approving requests for modifications.
❖ Processing grant and external funding documents including:

- PROPOSAL – an offer made to an external agency for the purpose of requesting financial support for the proposed project, service, instruction, or other College programs.
- AWARD- acceptance of support from an agency.
- MODIFICATION or AMENDMENT- a change in the initial terms of the award.

Grants, contracts, agreements, and grant award documents are legal instruments that binds the College and external agency to terms stated therein. College, state and federal laws, rules, and regulations must be followed when preparing, accepting, signing, and executing such as legal documents. Policies outlined in this manual must be followed in the preparation and submission of documents to external funding agencies for their consideration.

1. GENERAL INFORMATION

The Grants Office can provide general information on projects which may include:

- Analysis of the anticipated cost benefit to the College
- Assistance with preparing the proposal
- Legal name and official address of the College
- Signatures of authorized college representatives
- Designation of principal investigator/project director
- Authorization for negotiating a grant or contract with a sponsor
- College's Tax ID or DUNS ID number

2. SUPPORT SERVICES

The Grants Office provides comprehensive services for new program development, proposal preparation assistance, and other grant matters.

Jennifer Lawrence
Director
A-104
318-678-6529
jelawrence@bpcc.edu

Sandra Guy
Administrative Assistant III
A-102
318-678-6176
sguy@bpcc.edu

Services provided by the Grant Office include:

A. Grant Development

- Request information, guidelines, and request for proposals (RFPs) from government agencies, private foundations and industries.
- Regularly review publications, guidelines, and RFPs regarding possible funding opportunities.
- Obtain guidelines and application kits for federal and state programs.
- Assist project directors with determining the cost-benefit analysis of the grant for the college.
- **Grants must meet a minimum cost-benefit threshold to proceed to the proposal phase.**

B.   Proposal Preparation

- Advise and assist faculty and staff in developing, organizing, and writing grant proposals.
- Performing a cost benefit analysis of the grant for the College
- Complete agency forms for proposal submission.
- Coordinate College-wide preparation and submission.

C.   Budget Preparation

- Provide consultation and assistance in all phases of proposal budget design, preparation, and presentation.
- Provide assistance in completing all required forms.

D.   Proposal Transmittal

- Provide a letter authorizing the proposal and giving the College's endorsement.
- Obtaining all necessary administrative approvals to apply for the grant.
- Upload and/or transmit proposals to funding agencies.

3.   **PROPOSALS AND AWARDS**

Proposals include:

- Solicited proposals in a response to a Request for Proposals (RFP) or Request for Application (RFA).
- Unsolicited proposals in various formats.
- Standard applications such as those to federal agencies or to foundations.

Proposals require administrative approval prior to submission to agencies particularly those committing match or leveraged funds. Formal proposals are usually prepared using forms and guidelines provided by sponsor or agency. A copy of funder's guidelines must be attached to any proposal submitted to the Grants Office for review.

An award is a signed document from the grantor notifying the College that a project is being funded at a specified level for a specified term. Notification of an award is by letter, grant, contract cooperative agreement, or purchase order. Non-federal grantors may request a Memorandum of Agreement (MOA) (to be supplied by Director of Grants). The MOA is accompanied by a description of the **scope of work and a project budget and must be signed by Project Director, Director of Grants, and Chancellor**.

Official awards must be accepted/approved by both the grantor and the College before a grant account can be established or funds expended. Phone conversations, letters of intent, or unsigned documents are not considered official awards or binding.

After an award is fully executed by both grantor and College it is then forwarded to the Finance Office Grant Accountant, along with a copy of original proposal and approved scope of work and project budget.

4.   MODIFICATIONS OR AMENDMENTS

Modifications or amendments to a project include:

- Change in Principal Investigator/ Project Director
- Change in Scope of Work
- Change in period of performance
- Budget revision
- Other contractual terms and conditions

Amendments and modifications must be reviewed and approved by Director of Grants, who will submit modifications to grantor.

5.   NOTICES OF PROPOSALS THAT ARE NOT FUNDED

The Director of Grants will notify project directors on any notifications from grantor. If a PI/PD receives notification that a project will not be funded, that notice shall be provided to the Director of Grants.

6.   GRANTS ROUTING FORM

The *Routing Form* is a required, internal College form used for recording grant activities and related information. This official document must accompany proposals, pre-proposals, and project modifications. All College commitments of personnel, matching funds, and additional space requirements are noted on this form and must be approved by parties responsible for making these commitments.

7.   SIGNATURE APPROVALS REQUIRED

Generally, grantors require original signatures on proposals, including those of PI/PDs and the authorized institutional representative (Chancellor). Also, PI/PD, division chair, appropriate vice chancellor, Director of Grants, and Chancellor must sign routing form.

8.   **ROUTING PROCEDURES FOR PROCESSING PROPOSALS AND GRANT/CONTRACT DOCUMENTS**

The processing of proposals and grant documents follows a routing path:

Project Director (also known as Primary Investigator)
Program Director
Dean
Appropriate Vice Chancellor
Finance Office Grants Accountant
Computer Services (if needed)
Physical Plant (if needed)
HR (if needed)
Grants Director
Chancellor

9.   **LEAD TIME REQUIRED TO PROCESS PROPOSALS**

The Grants Office is required to review:

- Budgets
- Cost/benefit analysis of the grant
- College commitments
- Agency compliances and assurances
- Compliances with state and College policies and procedures
- Sponsor's programmatic guidelines

In making this review, the Director of Grants provides feedback to the project director in two ways:

a.   Notes issues that must be resolved before proposal can be submitted, such as compliance issues concerning federal, state, College, or sponsoring agency requirements. Director works directly with project director to resolve these issues prior to submission of proposal.

b.   Director may be familiar with specific agency operation guidelines and make suggestions that may strengthen proposal in agency review process.

Adequate time must be allowed for Director of Grants to review proposals for budgetary and compliance issues before program deadlines. To ensure adequate time for review, one of the following time deadlines should be adhered to:

1. *Seven Days in Advance of Due Date* - If there are no matching funds or unresolved issues, proposal should be submitted to Director seven days prior to agency deadline.
2. *Fourteen Days in Advance of Due Date* - If there are complicating factors to be resolved--commitment of matching funds or request for additional space or faculty release time fourteen days are needed to resolve issues before agency deadline.

The College may choose to withdraw the proposal if adequate time is not given for review by Director.

10.   BUDGET PREPARATION

Proposals should have a well-planned budget designed to achieve the goals and objectives of the project. Director of Grants will provide assistance in determining costs associated with project implementation.

Specific attention should be given to the following budget categories:

- Direct Costs
- Salaries and wages of project personnel
- Fringe benefits
- Equipment
- Materials and supplies
- Travel
- Consultants and subcontractors
- Professional services
- Tuition and fees
- Professional development
- Other direct costs
- Cost sharing, matching funds, and in-kind contributions
- Overhead costs—facilities and administrative costs
- Cost/benefit analysis—grants should not have a negative impact on the College financially

All proposals requesting funds for personnel will require review and initialing by Human Resources prior to submission. All proposals requesting computer equipment and installation will require review and initialing by Computer Services prior to submission.

11.   PROCEDURE FOR DEVELOPMENT OF PROPOSALS

Competitive grant proposals are developed by the Director of Grants, approved by the appropriate division/department Vice Chancellor, and submitted to the Chancellor for his review and approval. The Director of Grants or higher designee is responsible for ensuring that all billing, budgeting, and finance-related efforts for competitive grants are coordinated with the Office of the Comptroller. The Finance Office Grant Accountant shall review each requisition for expenditure of grant and/or contract funds. This office shall provide accounting services to assist in the stewardship phase. Billings for reimbursement shall be submitted by the Finance Office Grants Accountant on a periodic (monthly/quarterly) basis as stipulated in agency guidelines.

When Requests for Proposals (RFPs) are made public, or potential grant opportunities arise, a determination shall be made by the Grants Office and executive leadership of the RFPs general fit with the college mission and strategic plan, and analyze the cost-benefit analysis before any commitments are made of College personnel or resources. The attached Grant Development Decision Matrix will be employed in making the determination.

PROJECT ASSIGNMENT PHASE

Prospect identification and research is an open-ended, continuous process that may involve administrators, faculty or staff. The Director of Grants shall monitor grants resources for prospects and relay them to the appropriate Division Dean. Administrators, faculty, or staff may, in turn, make the Grants Office aware of potential grant opportunities.

PROPOSAL PHASE

The Director of Grants will consult with the appropriate faculty and support staff to assist in the preparation of a proposal for approval and will support the person or persons who will write the grant. The ***Grant Concept Application Form*** will be employed to crystallize the general framework and purpose of the proposed project. The degree of support will vary from proposal to proposal, dependent on numerous factors such as experience of the principal investigator, the size of the grant, and the type of grant requested. Project Director will submit a copy of final project to Director of Grants for review, comment, and approval. **The Director of Grants will then submit the document to the Chancellor for his review, comment, and approval.**

PROJECT APPROVAL PHASE

A copy of any request that requires funding approval for grant positions will be submitted to the Director of Human Resources and the Finance Office so that arrangements may be made in advance for any new positions to be contracted. The request should have attached a completed *Grant Proposal Review Routing Form*. It is the responsibility of the project director or designee to "walk through" the grant proposal to guarantee that all signatures are obtained in a reasonable time period. All appropriate signatures must be on the form or an explanation for the lack of signature(s) must be attached.

MANAGEMENT PHASE

Receipts of grants must be reported to the Finance Office and the Director of Human Resources (if faculty or staff positions are included in approved budget) immediately so that appropriate information can be entered into the general ledger, budget system, and human resources database. Checks, securities, letters of transmittal and relevant correspondence should be permitted. Depending on the circumstances, letters of appreciation will be written by the Chancellor and the faculty and staff involved in the program or project.

Tracking of interim, progress, and final reports is the responsibility of the Director of Grants or his/her designee to ensure that all reports are submitted in a timely manner. If interim or progress reports are required, the responsible faculty or staff person (principal investigator, project coordinator, or project director) will prepare those documents.

The final report is the responsibility of the appropriate faculty or staff person with the assistance of the Director of Grants or his/her designee. Interim, progress, and final reports should be sent for review and approval to the Director of Grants who will then submit such report to the funding agency. Either the Director of Grants or the assigned faculty/staff will then submit such report to the funding agency.

12. **RELEASE-TIME POLICY FOR UNCLASSIFEIED EMPLOYEES**

It is the general policy of Bossier Parish Community College that grant projects be undertaken on a released-time basis during the Fall and Spring semesters. In the summer sessions, sponsored projects may be undertaken by nine-month employees on a full-time basis or divided among teaching, grants, research, or other grant-funded projects.

- When a faculty member engages in writing a grant proposal, he/she may be awarded release time in increments of teaching sections.

- Depending on the guidelines of the funding agency, when a faculty member undertakes grant-funded projects on a released-time basis, the grant may be charged for that portion of his/her time devoted to the project, according to the terms of the grant.

- The rate of compensation shall be commensurate with the rate paid for an overload section; therefore, release time shall be awarded in increments of teaching sections so that the salary remains intact.

- The policies of a funding agency shall govern overload compensation when those policies are more restrictive than the above institutional policies.

- Grant-funded projects will be undertaken only when the additional duties will not interfere with regular College duties and are clearly allowed by the funding agency.

- A *Faculty Time Release Request Form* must be completed before an employee begins work on a released-time basis with a part of his/her regular salary being charged to the grant. The form should be initiated by the Dean and must be signed by the faculty member, Dean, Vice Chancellor, and Chancellor.

13. **LEAVE ACCRUED by GRANT-FUNDED EMPLOYEES:**

The College may require any grant-funded employee to expend all accrued vacation time prior to the end of the grant period of the grant by which he is employed. Payment for the leave shall be charged to the grant fund.

ATTACHMENTS

1. Grant Development
2. Proposal Routing Form
3. Grant Development Decision Matrix
4. Grant Concept Application
5. Grants Workflow Chart
6. Grant Management Task Form
7. Grants Office FAQs
8. Time and Effort Certification
9. Cost-Benefit Analysis Example and Form

Grant Development

At BPCC, the Grants Office is available to help faculty and staff match their ideas for projects and programs to appropriate funding opportunities; create a written proposal that conveys necessary information; and compile a comprehensive proposal package that is complaint with College policy and the funding agency's regulations. If you're interested in applying for a grant, just fill out a **Grant Inquiry Form** and refer to the **FAQ** page which also contains helpful information related to submitting a grant proposal.

The first step of the grant development process begins when an administrator, faculty member, staff member or the office learns of a grant opportunity to fund an existing project idea or an area of need at the College. From here, the grant development process proceeds as follows:

⬇

Learn of grant opportunity

⬇

Determine eligibility & feasibility

⬇

Seek approval from appropriate Supervisor/Dean to develop grant

⬇

Decision made using Grant Decision Matrix as to whether to pursue grant → **NO** ⬎ File material for possible later consideration

YES
⬇

Distribute grant summary detailing project idea to appropriate College administrators/faculty/staff and identify grant planning team

⬇

Team meets regularly to develop project proposal (involves research, planning, seeking letters of support, defining project parameters, writing and editing)

⬇

Teams and Grants Office complete draft

⬋ ⬊

Draft narrative & budget to appropriate College members to review   Any required matching or leverage funds coordinated with Associate Vice Chancellor of Finance

⬇

Revisions made to draft narrative and budget

⬇

Final review by College members

⬇

Resource Development Office prepares and submits proposal package

GRANT PROPOSAL REVIEW/ROUTING FORM
BOSSIER PARISH COMMUNITY COLLEGE
(Complete for all external proposals and file original with Grants Office with copy of proposal.)

Project Director: _____ Proposal Number_____

Division/Department _____ Phone #:_____

Other Faculty/Staff Involved:_____

Project Title: _____

Project Purpose: _____

Sponsor Agency:_____ Submission Deadline: _____

Sponsor Address: _____ Requested $ from Agency:_____

_____ Date: _____

Certain responses may necessitate additional approvals or documentation.	YES	NO
Is the College obligated to cost sharing in this proposal?		
Are new positions requested?		
Will faculty participants qualify for release time/ teaching load reduction?		
Will services of the Computer Center be required?		
Will building or utility renovations be required?		
Are indirect costs included in requested funds?		
Does projector director have any significant financial interest that may present a conflict of interest in this project according to the Investigator Significant Financial Interest Disclosure Policy?		

CERTIFICATION:

In signing this routing form, I am certifying that this proposal is consistent with the mission of the division or department (as appropriate), the financial impact to the college is positive, and that I am in agreement with the scope of work and the project budget.

Project Director_____ Date_____

Division Chair_____ Date_____

Appropriate Vice Chancellor_____ Date_____

Computer Center Approval (if needed)_____ Date_____

Associate Vice Chancellor of Finance _____ Date_____

Renovation Approval (if needed)_____ Date_____

SUBMIT TO GRANTS OFFICE FOR FOLLOWING SIGNATURES:

Director of Grants: _____ Date_____
Chancellor:_____ Date_____

GRANT DEVELOPMENT DECISION MATRIX

Funding Agency:	Decision:	☐ YES
Grant Program:		☐ NO

DECISION FACTORS	WEIGHTED DECISION CRITERIA											ESTIMATED RATING
	Negative				Neutral			Positive				
	0	1	2	3	4	5	6	7	8	9	10	
1. Fit with College Mission, Strategic Plan, and Research Findings.	Does not align with College Mission and Plan.				Marginally matches College Mission and Plan.			Helps to fulfill the College Mission and Plan.				
2. Background (Expertise of College in project area)	Weak in area or totally new area to College.				Average experience in this area.			Strong experience in this area.				
3. Proposed College Principal Investigators	Poor in-house team with few available known new hires.				Good in-house team with good, available new hires.			Superb in-house team with superb known new hires.				
4. Financial Potential (Return on Investment)	Poor short-term, poor long-term; likely to cost College.				Questionable short-term, questionable long-term.			Excellent short-term and long-term; likely to yield a margin.				
5. Team Members (College's partners and major sub-contractors)	Partners and subcontractors dilute or weaken effort.				Partners and subcontractors have no major effect.			Partners and subcontractors have an enhancing effect.				
6. Advance Preparation for RFP (Adequate information to respond)	Did not expect RFP; unprepared.				Generally up-to-date with RFP; no major preparation needed to respond.			Good favorable information; ready to respond.				
7. Competitive Assessment (Competition and funding probabilities)	Competition is very strong; odds are under 10%.				Open competition; odds are 10-50%			Open competition: odds exceed 50%.				
8. Capability to Effectively Respond	Do not have staff time to adequately respond.				Stresses staff time, but can adequately respond.			Have staff time to develop highly competitive proposal.				
9. Funding Agency Contact, History and Rapport	College is unknown to this agency and staff.				College is known to this agency and staff.			College has well-developed working relationships.				
10. College Resources (Space, personnel, matching funds)	Requires significant investment of College resources.				Requires marginal investment of College resources.			Requires minimal investment of College resources.				
TOTAL SCORE (Sum of scores for each factor evaluated)												

Based on Model developed by Sinclair Community College

BPCC Grant Concept Application

So you have an idea, but need to turn it into a grant proposal! This is a preliminary template to help guide your thinking about a proposal. The Grants Office can assist with overall editing to tell the funder the most compelling story, and mechanical editing for grammar, punctuation, and spelling, but we need you to provide us the gist of your plan. After we determine these framework questions, we can provide you templates and forms that need to accompany the proposal.

First, please make sure your dean or program director is aware of your interest in submitting a proposal, and that it aligns with any departmental goals and strategic plans.

1. What needs improving? (What's "broken" or needs strengthening, do we need a new model, new approach, new population served?)

_____
_____
_____

2. What is the solution to that?

_____
_____

3. Who/how many will be served?

_____
_____

4. What would you need to purchase to make this happen? (personnel, equipment/materials and supplies, software, professional development training/travel)

_____
_____

5. How will you measure whether you've achieved your goal? (Pre-post data from test scores? Pre-event and post-event evaluation forms? Data collection during grant project? Interviews with those using the services?)

_____
_____

6. Which BPCC employees will be involved?_____
_____

7. Who will manage the grant if it gets funded? *(track usage of funds, track delivery of training/services, facilitate invoicing for reimbursable grants, facilitate purchase of necessary materials, supplies, equipment, perform reporting functions to funding agency)*

_____
_____

Your Contact Information

Name: _____ Position: _____
Division / Program:_____
Email: _____ Phone:_____

BPCC Grants Workflow

Learn of grant opportunity

Determine eligibility & feasibility within grants office

Review with Appropriate Vice Chancellor, then Dean

Appropriate Vice Chancellor makes decision as to whether to pursue grant

YES

NO

File material for possible later consideration

Appoint project planning team

Team meets regularly

Complete draft

Draft to Appropriate Vice Chancellor or Dean

Project Notification to Chancellor

Narrative edited

Budget to Finance for review

Grant completed

Final review by grants office and appropriate Vice Chancellor

Submit

Enter in tracking database

If awarded

Submit Award for Contract Review and to Grants Acct

Update in tracking database

Announce to Executive Council, partners, internal team

Hold project launch meeting

Project Director assumes responsibility

Project Director Submits Programmatic Reports (after Dev. Staff review)

Grants Accountant Submits Financial Reports

Grants office crosschecks

If not awarded

Request Reviewer Comments

Enter in tracking database

File in "Grants Not Awarded File"

Notify partners and internal team

Grant Management Task Form

Grant Management Task	Responsible Party
Budgets	
providing budget setup memo to Finance	Grants Office
ensuring funds are in correct pools	Grants Office and Finance
assigning account number and permissions	Finance
PR/PO	
entering PRs	Project Director/Admin Assistant
approving PRs	Dean, Grants Office thru final approvers
POs / tracking POs for delivery	Purchasing and Admin Assistant
receiving items	Project Director/Admin Assistant
ensuring PRs are closed	Admin Assistant ,Purchasing Grants Office
invoicing vendors & paid timely	Admin Assistant and Finance
Travel	
preparing trip requests	Project Director to Grants Office
arranging airfare, hotel, transportation	Project Director via Shorts Travel
routing trip requests for approval	Grants Office to Finance
preparing travel (expense) reimbursement request	Project Director
tracking trip requests, ensuring closure/cancellation	Project Director and Grants Office to Finance
Contracts	
completing extra services contracts	Project Director and Grants Office to HR
completing professional service contract packets	Project Director and Grants Office to Purchasing
monitoring and documenting hours worked/work accomplished	Project Director
Project Activities and Grant Charges	
requesting expenses to be charged to grant	Project Director to Grants Office to Business Office
approving expenses	Grants Office to Project Director to BO, Finance
communicating participants to Financial Aid	Project Director
participants ineligible for FA, needing scholarship	Project Director to Buisness Office
requesting book vouchers for participants	Project Director to Buisness Office
requesting stipends: transportation, etc	Project Director to Buisness Office
posting awards/charges to participant account	Financial Aid and Buisness Office
verifying final expenditures charged to grant	Finance to Grants Office to Project Director
Invoice Funder for reimbursement	Finance
General Grant Management	
requesting permission to vary from approved budget	Project Director to Grants Office
requesting permission to vary from approved budget	Grants Office to Funder
reconciling discrepancies in grant budget	Grants Office and Finance
tracking/documenting matching amounts	Grants Office and Finance
compiling final narrative report	Project Director to Grants Office
compiling final budget report	Finance

Grants Office FAQs

Grant Development/Writing

- **Is it necessary to work with the Grants Office to submit a grant proposal?**

Yes. The Grants Office serves as a coordination point for matching funds, leveraged funds, matching of grant ideas and funding opportunities. Personnel in Grants can help you assess the likelihood of success on a particular funding opportunity, coordinate proposal development, and ensure that campus approval for grants is obtained. The Grants Office staff works with state and federal program officers to help BPCC increase the competitiveness of grant proposals.

- **I have an idea for a grant, what do I do now?**

Start by reviewing the *Grant Development Flowchart* on the Grants Office webpage. This will give you a good idea of BPCC's process for developing and approving grants. Whether your idea is in response to a specific grant announcement or request for proposals (RFP) or whether it is a new idea still under development, complete the *Grant Concept Application Form* (also on on the grant webpage) and return it to the Grants Office (A-112). We'll look forward to reviewing the form and discussing your project idea. Other resources you might find helpful are samples of the *Decision Matrix, Goals and Objectives, Timelines,* and *Evaluation Plans.*

- **Why is the grants process so complex?**

A grant is an obligation and commitment by the College, so due diligence is needed to ensure that appropriate individuals are aware of and approve of a grant before it is developed and submitted to the funder. A number of issues are considered during the approval process, including the likelihood of funding, ability to charge indirect costs, alignment with the College's strategic goals, availability of matching funds, and requirements to continue the project after the funding ends. Following this process helps to ensure that you don't spend a lot of time developing a grant proposal that is not internally approved or submitted.

- **I just found out about a grant that's due in a few weeks. Can we submit a proposal?**

Call the Grants Office immediately to discuss the grant opportunity. Some grants are simpler to develop and the process may be expedited. However, a large federal grant usually requires months of planning and development in order to produce a competitive proposal. Once again, campus administrative approvals are needed.

- **Can I write my own grant?**

Sure! Some of the strongest, most compelling grant proposals are written by the people who envision the project and have the passion for its success. You are the content matter expert and bring the most informed verbiage to the project. The Grants Office is happy to help you understand what the funding agency is looking for, to assist with collection of the necessary documents, help edit the draft proposal, and coordinate matching and leveraged funds that may be required by the RFP. The Grants Office staff can seek guidance and final approval from appropriate campus individuals and oversee all final edits to the documents and submission on behalf of the College.

- **My department has been asked to partner on a grant proposal submitted by another agency/institution and/or to provide a letter of support for another agency's grant. Do I need to contact the Grants Office?**

Yes. If you've been asked to partner on a grant or provide a letter of support or commitment, please contact us immediately for assistance. Be prepared to answer questions regarding the level of involvement by individuals or the College. Please do not commit the College to any activity without checking with your Supervisor/Dean. Besides helping you and your supervisor/dean to develop letters of support and coordinating matching and leveraged funds for

collaborations with other agencies and institutions, it is helpful for the Grants Office to be aware of various initiatives and partnerships with which campus personnel are involved.

- **How long does it take to learn about whether a grant has been accepted for funding?**

It depends on the funder – state and local agencies can take as little as 90 days; some private foundations range from 60-90 days, and others award grants only once per year. A federal grant can take up to six months to write and another six month to announce awards. Contact Grants Office personnel to inquire about the projected timeline for a specific funding opportunity.

Grant Management

- **I am a project director for a newly funded grant, now what?**

If at any time you have a question or problem implementing your project you should feel free to call the Grants Office for assistance. Once an award notice from a funder is received by the College, an initial grant launch meeting will be scheduled. Members of the project staff, Finance Office Grant Accountant, and Grants Office will attend. During this meeting the highlights of the grant- including the objectives, reporting and budget requirements, activity implementation, and College grant management protocol will be reviewed. The goal of this first meeting is to clearly define the responsibilities and expectations (of both the funder and the College) associated with the management of the grant.

- **What is the single most important thing I should do as a new project director?**

Be familiar with your approved grant proposal. Your proposal is your blueprint of what you should do, when it needs to be done, who is responsible for it, and what you should accomplish.

- **How do I know what is allowable under a grant?**

Every grant program has a unique set of requirements and regulations. The best place to get started is to look at your approved contract and submitted proposal. If your proposal does not clearly state that you can do or purchase something, don't assume it is allowable. Check with the Grants Office to see if permission is required or if a revision can be requested from the funding agency. Bear in mind that grant funds are not exempt from standard state and College policies and procedures.

- **How should I respond to a funder asking for information about my grant?**

Before you respond to any inquiry please contact the Grants Office. We can often help determine what the funder wants and help to draft a response.

- **Is a grant budget different from a College budget?**

In most cases, yes. Grant budgets come with very specific regulations that may restrict the transfers between budget categories, prohibit the purchase of certain goods, or services, and limit the specific timeframe when the funds are available. In many cases, modifications to the originally-approved budget require prior approval from the funder. This approval process, which is coordinated by the Grants Office) can be very detailed and may require several weeks to obtain. You may save yourself time and frustration by consulting with the Grants Office and Finance Office Grants Accounting before expending any grant funds not specifically provided for in the approved contract.

- **What are the reporting requirements related to my grant?**

Because every grant program is different, funders will have different reporting requirements. However, the reporting process for all grants is coordinated and submitted by the College. Finance Office Grant Accounting will process and submit all financial reports. Program reporting is coordinated by the Grants Office. Normally, project directors submit a draft report to the Grants Office several weeks prior to the due date. The Grants Office will then submit the report for an internal review, which includes approval from the administrator(s) responsible for the grant, and if required, the Chancellor's signature. The report is then submitted by the Grants Office on behalf of the College.

Still have questions about Grant Management? We're happy to answer them. Call or email Sandra "Tootie" Guy at sguy@bpcc.edu or 318-678-6176.

FACULTY/STAFF TIME AND EFFORT REPORT
For all Federal Grants

CAMPUS SITE: _____

EMPLOYEE NAME: _____

Please identify the time period and grant area for which you are reporting your time and effort.

SEMESTER: ☐ Fall ☐ Spring ☐ Summer

YEAR: ☐ 2016 ☐ 2017 ☐ 2018 ☐ 2019 ☐ 2020

Grant Title: ☐ USDOL/TAACCCT ☐ Other _____

Please complete items 1 and 2 below. When added together, these two items should account for 100% of your work time.

1. _____ hours of my total budgeted workload of _____ hours (or _____% of my time and effort) was devoted to the following **FEDERAL GRANT activities** (check all that apply):

☐ _____
☐ _____
☐ _____
☐ _____

2. _____ hours of my total budgeted workload of _____ hours (or _____% of my time and effort) was devoted to **college-funded activities and/or another grant** (check all that apply):

☐ _____
☐ _____
☐ _____
☐ _____

I confirm that this is an accurate distribution of my work for the period indicated.

Employee's signature	Date

Dean/Supervisor's signature	Date

Original: Grants Accounting
Copy: Grant Project Director
Due Date: Not later than 10 working days after the end of each semester

FOR PROJECT DIRECTOR USE ONLY:

STATUS (check one):	☐ paid by federal grant funds
	☐ required local match for Career Pathways

Example of Cost-Benefit Analysis Calculations: (excel form available on grant website)

Cost-Benefit Analysis Form				
for				
Grant Budget and Proposal Preparation				
Example without Budgeted IDCs				
Total Amount of the Award:			$ 1,000.00	
Total Fiscal Impact to the College:			$ 669.00	
Personnel Costs:	$	250.00		
Fringe Benefits (37% FT; 30% PT)	$	19.00		
Tuition or Non-credit training fees:	$	300.00		
Equipment Expenses:	$	100.00		
Budgeted Indirect Costs:	$	-		
Operating Costs paid to BPCC:	$	-		
Administrative Fees Paid to BPCC:	$	-		
Total Indirect Costs: Total award @ 36%	$	360.00	$ (360.00)	
(Calculate ONLY if IDCs are NOT Budgeted)				
FINAL FISCAL IMPACT TO BPCC:			$ 309.00	
Percentage of grant award impact:				**31%**
(divide FINAL fiscal impact total by total amount)				
*Fiscal impact includes the above categories and is defined as those expenses from the grant that will have a lasting impact on the college. Travel, supplies, and other are not used to calculate long term grant impact. If other categories should be considered based upon grant metrics, consult the Director of Grants on how to include in calculations.				
All grants should try to have a minimum 25% cost-benefit to the school.				

Cost-Benefit Analysis Form			
for			
Grant Budget and Proposal Preparation			
Example with Budgeted IDCs			
Total Amount of the Award:		$ 1,000.00	
Total Fiscal Impact to the College:		$ 829.00	
Personnel Costs:	$ 250.00		
Fringe Benefits (37% FT; 30% PT)	$ 19.00		
Tuition or Non-credit training fees:	$ 100.00		
Equipment Expenses:	$ 100.00		
Budgeted Indirect Costs:	$ 360.00		
Operating Costs paid to BPCC:	$ -		
Administrative Fees Paid to BPCC:	$ -		
Total Indirect Costs: Total award @ 36%	$ -	$ -	
(Calculate ONLY if IDCs are NOT Budgeted)			
FINAL FISCAL IMPACT TO BPCC:		$ 829.00	
Percentage of grant award impact:		83%	
(divide FINAL fiscal impact total by total amount)			
*Fiscal impact includes the above categories and is defined as those expenses from the grant that will have a lasting impact on the college. Travel, supplies, and other are not used to calculate long term grant impact. If other categories should be considered based upon grant metrics, consult the Director of Grants on how to include in calculations.			
**All grants should try to have a minimum 25% cost-benefit to the school.			