



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: GRANTS MANAGEMENT PROCEDURES	Code: HH0600
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Policy Reference: N/A

The Office of Grants and Development will review all external funding sources and proposals for eligibility, quality, priority, compliance, and appropriateness. The development of external funding proposals shall be consistent with the institution's priorities and will be approved in advance by the appropriate administrators from the project initiator to the president.

All externally funded projects will be administered in accordance with the policies and regulations of the Milwaukee Area Technical College. The Office of Grants and Development, in coordination with the Project Accounting Office, will oversee the management of externally funded projects, including review of budgets, personnel charged to grants, reporting requirements, project and budget revisions, and grant continuation or extension requests. The office will maintain appropriate records on each grant and oversee grant startup and closeout.

The Office of Grants and Development will collect and disseminate information on outside funding, including information on rules and regulations. The office shall be responsible for securing necessary in-house approvals and for submitting proposals to the appropriate agencies. All project reports shall be reviewed by this office for submission to the funding agency.

The Project Accounting Office shall have fiscal oversight responsibility for externally funded projects. All fiscal reports shall originate from that office and that office shall maintain the official fiscal files.

The Office of Grants and Development shall review and coordinate with the appropriate offices the approval and signing of intergovernmental and inter-institutional grant-related agreements.

Pre-Award Procedures

Any individual or department may initiate discussion with the Office of Grants and Development relating to a potential project.

The Office of Grants and Development shall screen all proposed governmental grant projects to determine the feasibility and appropriateness of such projects for MATC.

For all new projects, the project initiator shall prepare an abstract on the proposed project and meet with the director for grants and development to initiate a Preproposal Review and Approval Form.



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The proposed new project will be presented at a meeting of the Project Funding Committee by the project initiator. The Project Funding Committee will review the project to determine if it meets MATC priorities and all other appropriate criteria. The Project Funding Committee will forward the project to the vice president of academic affairs for approval. See flow chart titled Grants Preproposal Approval Process.

The Office of Grants and Development will assist the project initiator to identify and establish contact with the appropriate funding agency.

The Office of Grants and Development will assist the project initiator to develop a competitive proposal, secure the appropriate MATC approvals and signatures, and assure that the application, proposal, and all required documents are submitted to the funding agency in a timely manner.

The director of grants and development shall submit the completed proposal to the Project Funding Committee for final review and approval. Should the Project Funding Committee be unable to meet before the proposal submission date, the director of grants and development shall secure the signatures of the chair of the Project Funding Committee and the vice-president of academic affairs and shall inform the Project Funding Committee members of this action

Copies of the completed proposal shall be filed in the Office of Grants and Development and the Project Accounting Office, and distributed to all other appropriate offices. See flow chart titled Grants Proposal Development Process.

Post-Award Procedures

After receipt of the award notification, the Office of Grants and Development, in coordination with the Project Accounting Office, shall conduct a "startup" orientation session with the project director, if he/she is new to grant management responsibilities, to review all applicable policies and procedures and the project director's responsibilities.

The Office of Grants and Development, in coordination with the Project Accounting Office, shall periodically review expenditures and cash management reports for each grant.

The Office of Grants and Development shall monitor the assignment of personnel charged to the grants to assure the filling of project positions in a timely manner as established in the project budget and for compliance with funder's rules.

The Office of Grants and Development and the Project Accounting Office will monitor compliance with all funder's reporting and other requirements. They shall review all financial, progress, and final reports for completeness and compliance. They shall submit



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all reports to the funding agency and maintain copies of all reports in the official grant files.

The Office of Grants and Development shall provide the president and the district board with regular reports on submission of grant proposals and awards received.

The Office of Grants and Development shall maintain the official files for all grant awards, including copies of funder's regulations, signed preproposal review and approval forms, approved applications, award notifications, all correspondence and documentation, project amendments, reports with proof of mailing, and evaluation and audit reports.

The Office of Grants and Development will oversee the closeout of each grant at the end of its funding cycle.

Office of Responsibility: Office of Grants and Development, Department of Institutional Assessment, Research, and Development