

# ADMINISTRATIVE REGULATION 3280

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

GENERAL INSTITUTION

## GRANTS AND SPONSORED PROJECTS

### I. GRANTS AND SPONSORED PROJECTS SUBMISSIONS

The following guidelines relate to grants and sponsored projects proposal submissions and acceptance:

- A. Proposal preparation and submission, as well as award acceptance activities, shall be coordinated through the Grants office of each college.
- B. Prior to submitting any proposal or application, the college Grants office must complete the established form describing the purpose and objective of the grant and how the grant will meet the mission and goals of the District and college, along with identifying the source of any matching funds required.
- C. Approval to submit any proposal or application must be obtained from the division/school dean, the appropriate college vice president, the vice president for college administrative services, the college president, the Vice Chancellor of Educational and Technology Services, and the Chancellor, or designee.
- D. Upon notification of an award by the funding agency, the college Grants office must complete the Award Acceptance Abstract form and obtain all college level approvals on the form, which includes the appropriate college vice president, the vice president for college administrative services, the college president, and the Chancellor or designee.
- E. Award notification and agreement terms and conditions shall be submitted to the District Contracts office for review of the contract language.
- F. The college Grants office and the President's office shall prepare and submit to the Vice Chancellor of Business Services office a board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant/sponsored project, the fully signed Award Acceptance Abstract and award agreement if available.
- G. Upon award, the college Grants office shall establish the award budget.

### II. AWARD MONITORING AND OVERSIGHT

The following guidelines relate to award monitoring and oversight:

- A. Appropriate management personnel shall be assigned by the college president or designee to administer each grant.
- B. Financial management standards and procedures shall ensure that the following responsibilities are fulfilled for all federal, state, and local awards received.

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Page 1 of 2

1. Identification of Accounting Records – all awards will be identified in our financial system as to source of funding (i.e., federal, state, local) and program specific to the award.
2. Financial Reporting – accurate, timely, and complete disclosure of the financial results of each award will be made in accordance with the financial reporting requirement of the funding agency.

All financial reporting shall be reviewed and approved by District Fiscal Services before the report can be submitted.

3. Internal Controls – all awards will fall within existing internal control structure. When required by the award guidelines, equipment purchased will be tagged identifying the funding source.
  4. Budget Control – all expenditures will be tracked against the budget and reviewed for allowability and compliance with award guidelines before being procured, incurred, and/or paid.
- C. The District shall comply with the Uniform Guidance, including, but not limited to, the following:
1. Employee Time and Effort Reporting
  2. Record Keeping
  3. Subrecipient Monitoring
  4. Compliance Violations
  5. Conflict of Interest

*References:*

*Education Code Section 70902*