



***GRANTS HANDBOOK  
AND GUIDELINES***

## GRANT MANAGEMENT PERSONNEL

Although grant development and submission are a processes that depend on campus-wide collaboration, several individuals have responsibilities for initiating, developing, submitting, and managing grants. Following are brief descriptions of their major responsibilities.

### **Administrative Grant Team:**

- Determines grants to which the College submits proposals
- Provides leadership and overall guidance for grant activities at the college
- Approves all proposed grant pursuits prior to proposal/application development
- Meets monthly or as frequently as the team deems necessary to discuss the progress of funded grant projects and make decisions on future operations to facilitate success of grant-funded projects
- Ensures that college resources and procedures are in place to facilitate the timely implementation of grant-funded activities in accordance with the grantor-approved activities and budgets

Members of this team are the director of the Office of Assessment, Compliance, and Grants; the vice-president of the Office of Instructional Affairs; the vice-president of the Office of Administrative and Business Affairs; the associate vice-president of the Office of Human Resources, and the associate vice-president of the Office of Student Affairs.

### **Project Management Team:**

- Implements all grant activities and expenditures under direction of the project director
- Meets a minimum of twice per semester during the duration of the grant to discuss grant implementation (activities, outcomes, and expenditures) and provides minutes to the director of ACG within one week following the meeting
- Ensures that modifications to the activities and budget are made to the Administrative Grant Team early enough to ensure project outcomes are achieved and the funding agency priorities are addressed

Members of this team are the project director (chairperson), the grants coordinator, and department faculty and staff designated by the project director.

### **Director of Assessment, Compliance, and Grants:**

- Ensures the alignment of proposed projects to the Chipola College mission and priorities
- Meets with grants coordinator to plan, develop, and write grant applications
- Assigns and/or serves as lead writer for grant proposals
- Reviews all grant applications for content, accurate data, grammar, and format
- Monitors application development to ensure that grant applications are submitted to the Office of ACG at least 10 business days prior to submission deadline
- Approves final grant application prior to submission

- Approves and submits requests for project activity with the project director
- Collaborates with grants coordinator on all funded grants to conduct orientations for project management personnel
- Provides leadership and oversight for grant-funded project implementation and management
- Shares project expenditure approval authority with the project director
- Schedules and chairs Administrative Grant Team meetings
- Evaluates project deliverables and outcomes
- Assists project directors and teams as needed

### **Grants Coordinator**

- Collaborates with the director of the Office of Assessment, Compliance, and Grants to carry out grant responsibilities of the ACG office
- Researches legislative and/or funding agency changes that impact grant operations of the College and advises the director of ACG on all changes
- Researches and identifies grants that support the mission and priorities of the College and informs the director of ACG of funding opportunities
- Researches and identifies funding agency requirements and criteria pertaining to grant development, submission, implementation, and close-out (e.g., expenditures, project activities, project evaluation, reporting) and informs the director of ACG
- Writes grant applications or portions of grant applications as assigned by the director of ACG
- Collaborates with the director of ACG to ensure that grant proposals meet the grant criteria
- Collaborates with the director of ACG to conduct grant orientation meetings with Project Management Team
- Ensures that publicity requirements of the funding agency are met
- Assists project director and Project Management Team in monitoring grant-funded projects to ensure that activities are conducted in compliance with college and funding agency requirements and conducted in a timely manner
- Assists with the development of bid specifications and solicitation of quotes
- Assists the project director with the development of sub-recipient contracts and project reports
- Assists the project director with monitoring sub-recipient project activities
- Assists with the development and submission of requests to modify project activities and budgets
- Assists with the development and implementation of relevant partner agency agreements
- Assists project director with collecting, compiling, and monitoring measures of performance, such as program activities, benchmarks, participants, and outcomes
- Maintains updated grant and grant project status summary records

- Coordinates with the administrative and business affairs office and project director to ensure fiscal and program reports are prepared and submitted on a timely basis to the reporting agency
- Assists and advises the project director, team, and director of ACG as needed
- Maintains copies of grant-funded project records in accordance with funding agency requirements
- Submits project modifications, correspondence, and reports as directed by the director of the Office of Assessment, Compliance, and Grants

#### **Dean/Director of the Department from which the Grant Operates**

- Serves as project director (could be referred to as principal investigator) responsible for successfully implementing and carrying out the approved activities and expenditures of the grant-funded project
- Forms and leads a Project Management Team comprised of department/program personnel charged with carrying out the project activities and expenditures in a timely manner and in accordance with grant requirements
- Holds regular meetings of the Project Management Team (twice each semester during the grant period) and submits minutes of the meetings to the director of ACG within one week of the meetings
- Designates tasks to individuals on the Project Management Team
- Ensures the Project Management Team members carry out their assigned responsibilities
- Presents status of project activities, expenditures, and timelines at Administrative Grant Team meetings (presentations are to be in person unless electronic submission of information is requested by AGT in lieu of in-person presentation)
- Ensures that project activities and expenditures are carried out in accordance with the funding agency requirements
- Submits purchase requisitions in accordance with procedures established by the administrative and business office of the College
- Shares project expenditure approval authority with the director of ACG
- Monitors the grant budget to ensure funds are used in accordance with the budget approved by the funding agency
- Develops and submits grant activity and fiscal reports in accordance with grant requirements and as required by the director of ACG and the VP of the administrative and business affairs office
- Collaborates with administrative and business affairs office personnel to develop project budgets on funded grants
- Develops and submits requests to modify project activities and budgets to the director of ACG
- Develops sub-recipient contracts, if applicable
- Ensures that deliverables and anticipated project outcomes are achieved
- Ensures that applicable partner agencies carry out their responsibilities in accordance with agreements and requirements of the funding agency

- Maintains electronic copies of complete project files in accordance with funding agency requirements and makes files available to the director of ACG at the grant's termination
- Ensures that reports are complete, accurate, and timely as required by the funding agency, college, and other entities

### **Grants Accountant**

- Establishes the internal account for operating the grant-funded project
- Presents procedures for grant expenditures and fiscal-related requirements to the Project Management Team during its orientation
- Informs Administrative Grant Team and/or Project Management Team of changes in fiscal guidelines, rules, and/or laws that have implications for managing the grant-funded project
- Advises the director of ACG on issues and questions that arise pertaining to expenditures and budgets
- Assists project director to ensure that purchase requisitions are properly prepared and purchases are made in accordance with approved budgets and college procedures
- Assists with budget modifications
- Maintains copies of all budget amendments and updates project accounts to reflect amendments
- Maintains current and accurate records of grant expenditures and balances
- Shares account records with project director, grants coordinator, and director of ACG
- Documents expenditure of matching funds (cash or in-kind) to ensure that the college match obligation has been met
- Monitors project fiscal activities for compliance with the requirements of college, state, funding agency, and any other applicable entities
- Ensures accuracy of project fiscal reports
- Conducts internal grant audits, including sub-recipients
- Assists with development of contracts with sub-recipients

## **The Grant Process**

### **Identification of Grants**

Chipola College is committed to pursuing external funds for projects and activities that support its mission and address its priorities. This commitment establishes the parameters that guide the search for grant opportunities as identified by faculty, staff, administrators, the Assessment, Compliance, and Grants (ACG) office, or other interested parties of the college. Regardless of who identifies potential grant opportunities, the ACG office is responsible for overseeing the development and submission of grant applications on behalf of the college.

## **Planning the Proposal**

Early in the process, the ACG office convenes a meeting of the Project Management Team to discuss the development of the identified grant solicitation. The team, which is identified by the project director, develops its approach to creating the grant proposal, including providing relevant information for planning goals, objectives, activities, deliverables, costs, and outcomes to include in the proposal. The project director assigns tasks to individuals as the project moves to the Administrative Grant Team for approval to apply.

## **Gaining Approval to Submit**

Once the project director brings the grant solicitation plans to the director of ACG, a meeting is called of the Administrative Grant Team. At this meeting, the project director or the director of ACG brings the plans for the grant to the AGT for discussion. Plans for goals, activities, and costs are discussed. Proposed activities are to produce results aligned with the priorities of the funding agency, as well as the mission, goals, and priorities of the College. The director of ACG may request the appointment of ad-hoc committees or individuals to perform tasks based on their areas of expertise. This team makes the decision on whether there will be an application submitted from the college and provides college oversight to every grant in operation on campus. If the grant is approved for submission, the director of ACG notifies the grants coordinator. AGT approval to pursue grant opportunities are noted by team members' signatures on the CAP 1.4 Attachment A form.

## **Writing the Proposal**

The grants coordinator collaborates with the director of ACG, the project director, and any other individuals to whom tasks have been assigned for the grant application process. The director of ACG takes on or assigns lead writer responsibilities. Although the ACG office has lead responsibility for writing most grant proposals, this task is shared by members of the project management team and others as warranted by the grant purpose and requirements. Proposals must adhere to guidelines as outlined in the solicitation for grant applications published by the funding agency. The project team and writer(s) must ensure the alignment of the funding agency guidelines to the College process. As the proposal is developed, members contribute to reviewing and providing feedback on the draft. After working closely with the director of the Office of Assessment, Compliance, and Grants (ACG) on the development of the grant, the grants coordinator or other assigned personnel submits the completed draft application for review to the director of ACG at least 10 business days prior to the submission deadline.

The draft application is then reviewed for content, accurate data, grammar, and format. The draft is returned to the appropriate person for revisions, who then provides a clean, revised copy of the application draft to the director of ACG. After careful collaboration between the grants coordinator and the director of ACG, the approved application is submitted. The director of ACG must give final written approval on all grants prior to submission.



**REMINDER:** *The director of ACG must provide final written approval before a grant application is submitted on behalf of the College.*

### **Submitting the Proposal**

The director of the ACG office is responsible for ensuring that all proposals are complete, accurate, and submitted in accordance with the funding agency requirements. No grant proposal or application for grant award is to be submitted on behalf of the college without final written approval by the director of ACG.



**REMINDER:** *All federal, state, and local conflict of interest provisions apply to Chipola's grant procurement, administration, and management policies and procedures.*

## **IMPLEMENTING AND MANAGING THE PROJECT**

The nature and timeline of the project, along with requirements of the funding agency, dictate the details of project management. However, there are certain requirements and practices of the college that are common to most grant-funded projects, which are described in this section.

### **Administrative Grant Team**

This team provides guidance on grant implementation, operation, and closure but is not responsible for implementing the approved activities and expenditures of the grant; this is the responsibility of the project director and the Project Management Team. The team meets monthly or as frequently as the team deems necessary to review activities and expenditures of grant-funded projects in relation to the approved activities, expenditures, and timelines presented by the project director.

### **Project Management Team**

The Project Management Team members are responsible for carrying out the project activities and expenditures in a timely manner and in accordance with the grant requirements. The team meets twice each semester throughout the duration of the grant. Minutes are submitted to the director of ACG within one week of the meetings. The nature of the project may require more frequent meetings.

### **Post-Award**

The grant award notification is typically sent to the college president, especially if the award is from a federal agency. As soon as the award notification or signed contract is received, the grants coordinator, in close collaboration with the director of ACG, submits a budget packet consisting of the following items to the vice president of administrative and business affairs:

- Board agenda item (if applicable)

- Official award notification or original contract
- Copy of the approved proposal
- Contracts for approved signatures
- Project budget
- Personnel position authorization and benefits spreadsheet (if salaries and benefits will be paid from grant funds)
- Other documents pertinent to project fiscal matters

Funds in the project budget cannot be accessed until the above documents are received by the vice president of administrative and business affairs and notification to proceed is given to the director of ACG and the project director.

### **Project Implementation Steps**

1. The director of ACG notifies the College president and other involved parties of the grant award.
2. The grants coordinator sends a budget packet to the vice president of administrative and business affairs.
3. The grants coordinator initiates the budget request and personnel position authorization.
4. The VP of administrative and business affairs or the grant accountant sets up the project budget, assigns a project number, and provides the number to the grants coordinator, project director, and director of ACG.
5. The project director reconvenes the Project Management Team.
6. The grants coordinator convenes an orientation meeting with the Project Management Team, project director, and grants accountant. This meeting focuses on project activities, timelines, deliverables, outcomes, fiscal processes, budget, and reporting. Also included are a review of the guidelines and requirements of the funding agency and the College.
7. The associate vice president of the Office of Human Resources and the vice president of the Office of Administrative and Business Affairs implement personnel authorizations funded by the grant, if applicable.
8. After the account number is received by the project director and grant-funded positions are authorized, applicable personnel continue project implementation following college policies and procedures.



***REMINDER: All project files are to be backed up weekly and stored electronically on secure college network.***



## **Publicity of Grant Award**

Some funding agencies, especially federal agencies, have policies regarding publicity and ensuring that the agency is credited on materials and in other publicity efforts. The grants coordinator is responsible for ensuring that publicity requirements are met.

## **Marketing Material Purchased with Grant Funds**

Some grants, such as those funded by the U.S. Department of Labor or a foundation, may have very specific marketing requirements. Those marketing requirements must be followed explicitly. Oftentimes, a statement indicating the source of the funds must be printed on the materials or otherwise stated. The grants coordinator can provide the specific requirements.



***REMINDER: All equipment should be properly identified with a disclaimer noting that the item was purchased with federal funds. Lettering may need to be purchased from a vendor to achieve the mandatory statement. The grants coordinator can assist with this.***

## **Monitoring Sub-recipients**

As required in the Federal Uniform Grant Guidance (UGG), Chipola College monitors sub-recipients. The project director collaborates with the grants coordinator to develop a monitoring schedule. Monitoring reviews can be informal or formal. The informal review of sub-recipient activities is often conducted by the project director through email, quarterly meetings, and onsite visits. The formal review is organized by the ACG office and administrative and business affairs office to ensure that proper internal controls are in place and applicable fiscal policies, procedures, and rules are followed.



***REMINDER: Monitoring reviews should be conducted at least once per year or more often if required by funding agency.***

# **BASIC COST PRINCIPLES**

This section does not include official rules and regulations pertaining to grant-funded project expenditures. Any information in this section is superseded by rules and regulations of the funding agency. When rules and regulations of agencies conflict, the more restrictive apply.

## **Overview**

Cost principles are the basic guidelines describing permissible ways in which grant funds may be spent. Projects may be funded based on cost-reimbursement, cash advance, quarterly invoice, or a performance-based contract.

Project personnel and administrators need to be familiar with the project budget and cost principles. Funds can be spent only for items or activities listed in the approved budget. Adding new line items or personnel usually require a budget amendment approved by the funding agency.

### **Cash and In-Kind Matches**

Cash and in-kind matches from grant seekers are often required by the funding agency. These matches must be approved by the College president. The project director must coordinate with the administrative and business affairs office to ensure matching funds are properly identified and properly expended.

### **Indirect Costs**

Oftentimes, provisions in the grant allow the college to cover indirect expenses (also referred to as institutional overhead or facilities and administrative – F&A – costs) such as utilities, facilities, and other administrative costs that are real costs of doing business, but that are not readily and specifically identified with a particular sponsored project or instructional activity. Therefore, cost allocation plans or indirect cost rates are used to distribute funds covering those costs to the applicable operational units of the college. Chipola College does not have an approved or established indirect cost rate. Generally, most federal, state, and private funding agencies cap the indirect cost rate and publish the rate in the solicitation for grant applications. Further, some funding agencies allow for an administrative rate with an identified cap. The rate is often stated in the notice of grant award received by the College from the funding agency. As a reminder, indirect costs appearing in the approved budget are not accessible for project expenditures. All indirect (administrative) costs must be charged to “project implementation” and not to the project’s budget plan line items (e.g., engineering services, equipment).

### **Leveraged Resources**

Many funding agencies want to see what resources the institution brings to the proposed project as an indication of its commitment to the project. Examples of leveraged resources include staff time, project materials, scholarships, and marketing resources. The grant application may document leveraged resources from collaborators, which may include advisory committee participation, sustainability efforts, or project/program referrals. Sometimes these leveraged resources will have a stated dollar amount confirmed by a letter of support. The administrative and business affairs office and the grants coordinator assist with establishing, tracking, and reporting leveraged funds and activities.

### **Allowable Costs**

For federal grants, the Federal Uniform Grant Guidance (UGG) and Education Department General Administrative Regulations (EDGAR) state that for costs to be allowable, they must be

- reasonable and necessary (e.g., sound business practices were followed, and purchases were comparable to market prices)
- allocable to the federal award, meaning that the federal grant program derived a benefit in proportion to the funds charged to program (e.g., if 50% of an instructor’s

salary is paid with grant funds, the instructor must spend at least 50% of his or her time working on the grant-funded project)

- properly documented and accounted for on a consistent basis with generally accepted accounting principles
- consistent with the provision of the grant program
- not used for cost-sharing or matching in any other grant agreement (unless specified otherwise by the federal agency, which is rare)
- legal under the state and local law.



***REMINDER: The notification of grant award will identify any special conditions or considerations for costs, such as large equipment purchases and the process for gaining pre-approval and permission to initiate bid and purchase order processes.***

## **Travel**

For grant funds to be used for travel expenses, travel must be an approved line item in the project budget. Most grant guidance will stipulate if in-district, out-of-district, or out-of-the state travel is allowable. If the grant includes funds for travel to meetings, those meetings must be attended by grant-funded personnel.



***REMINDER: Even though travel is in the budget, the funding agency may require prior approval. Personnel should refer to the project contract or award document.***

## **Airline Tickets**

Airline tickets are to be purchased with a College Procurement Card (P-Card) or personal credit card. All airline tickets for official college travel, including travel for the project, require prior authorization.

## **Unallowable Costs**

An unallowable cost is any cost that cannot be charged to the grant regardless of whether the cost is treated as a direct or indirect cost. Guidance on unallowable costs is provided by the funding agency. It is important to note that while a cost may be allowable under federal regulations, it may not be allowable under the terms and conditions of a grant program or state regulations. *The Green Book of Regulations* from the Florida Department of Education provides information describing project application and amendment procedures for state and federal projects administered by the Department. Each grant award has specific programmatic goals and regulations, and the most restrictive regulations apply whether they are federal, state, or college.



**REMINDER: Purchase of alcoholic beverages are prohibited. Food purchases are prohibited unless specifically included in the project budget approved by the funding agency.**

## TIME AND EFFORT REPORTING

Time and effort reports are required to confirm the percentage of work time a person devotes to fulfill his or her responsibilities for the project. The grants coordinator can assist the project director to ensure correct and accurate reporting of employees' time and effort. [REDACTED]

## BUDGETS

### Overview

The project director and other designated project team members should become familiar with hiring, purchasing, and other fiscal procedures for the spending of and accounting for project funds. During the Project Management Team orientation, the grants accountant reviews procedures for making expenditures and maintaining fiscal integrity. If applicable, the associate vice president of human resources will advise the project director and/or Project Management Team to ensure college personnel policies are followed. The grants accountant in the administrative and business affairs office can provide assistance with accessing budget information through Jenzabar, the college's administrative software.

The project director closely collaborates with the grants accountant and/or other designee of the vice president of administrative and business affairs on matters pertaining to processing payroll documents and disbursement requests, invoices, purchases, fiscal reports, and other related matters.

The project director should confirm if the funding agency requires prior approval before making equipment purchases. Many funding agencies require pre-approval of equipment purchases, and all equipment is usually purchased in the first year of the project. Equipment should be purchased as soon as possible once the project is implemented. Funds for supply purchases are typically encumbered as needed throughout the grant period.



**REMINDER: Project funds should be spent in a timely manner. All expenses should be encumbered at least 60 days prior to the end of the budget period.**

The project director is to retain documentation of all expenditures. It has become practice to scan copies of originals and forward those to the individual(s) responsible for completing the purchasing process. The scan of the originals is to be retained as an electronic file.



***REMINDER: The project budget account number must be included on all transactions.***

## **Budget Rules and Regulations**

Specific rules and regulations apply to grant-funded projects. The project director is to become familiar with applicable college procedures, the notification of grant award (NGA), and other guidelines provided by the funding agency. For federal grant-funded projects, the following may apply:

- Office of Management and Budget (OMB) circulars
- Federal Uniform Grant Guidance (UGG)
- Education Department General Administrative Regulations (EDGAR), Title 34, Code of Federal Regulations (CFR) from the U.S. Department of Education.

For state-funded programs, rules and regulations may be found in the following:

- *The Green Book of Regulations* from the Florida Department of Education
- Accounting Manual for Florida's College System
- Florida Statutes

Questions regarding budget rules and regulations should be referred to the grants coordinator or the vice president of administrative and business affairs.



***REMINDER: Federal regulations supersede other agency regulations unless the other agency regulations are more restrictive. The grants coordinator can assist with any questions.***

## **Contingency Budgets**

Grants that continue with annual award cycles (such as the Carl D. Perkins grant) may require a contingency budget to continue employment of project personnel without a break in service. The contingency budget is typically limited to personnel and may be required when there is a delay in receipt of an official notification for a continuing project. Usually, the administrative and business affairs office will set up a contingency budget without prompts, but the project director should contact the vice president of administrative and business affairs at least 30 days prior to the end of the project to ensure that a contingency budget has been established.

# PURCHASING

## Overview

The spending of grant funds must follow college policies and procedures and comply with funding agency requirements. The administrative and business affairs office publishes and distributes alerts pertaining to fiscal policies and procedures. The project director and members of the Project Management Team must understand and follow the policies and procedures when making purchases with grant funds. Purchase requisitions must be approved by the project director and the director of ACG.



***REMINDER: No purchases of equipment, supplies, or services should occur prior to issuance of a college purchase order, even if a college administrator has signed a contract.***



***REMINDER: From time to time, a grant solicitation may include the name of a supplier. For example, a U.S. Department of Labor grant may include the local workforce investment board. Because the college is a political subdivision of the state of Florida, it must ensure that all purchases are in compliance with Florida statutes and state board of education rules. Also, if a supplier is named in a grant, this does not provide sole source authorization. All procurement procedures must still be followed.***

## Signature Authorization

Signature authorization by the college president is required for grant contracts, memoranda of understanding (MOU), and agreements. **Only the president is authorized to sign contracts and agreements on behalf of the college.**

## Payment for Grant Purchases

The college uses purchase orders as the primary method for procurement. A valid purchase order is required for payment when applicable. Upon receipt of purchased items or services, the project director is responsible for submitting the shipping label, invoice, etc. to administrative and business affairs office for payment of the purchase order.

## Items and Services Requiring Quotes or Bids

Per Chipola Administrative Procedure 5.1:

- A. At least three formal bids shall be obtained for purchases in excess of amounts specified in Board Policy 5.160 (1)(A). The three-bid requirement is waived for items listed as exceptions in Florida State Board of Education (SBE) Administrative Rule 6A-14.0734(2).

- B. Written quotes (hard copy, email, fax, etc.) from three (3) sources for purchases in excess of \$10,000 but less than amounts referenced in Board Policy 5.160(1)(A) (i.e. \$65,000) are recommended.
- C. The president or designee may waive the process of obtaining quotes for purchases less than \$65,000 from a sole source provider or when competition is limited. The president or designee may also waive the process of obtaining quotes when a service is to be performed in which the provider is deemed to have unique skills that are deemed most beneficial to the college. The president or designee may also waive the requirement for quotes when a specific product (including brand) is deemed most beneficial to the college.



***REMINDER: The latest rules on obtaining bids and quotes are housed in the Office of Administrative and Business Affairs. The grants coordinator can assist with developing specifications for bids and obtaining price quotes.***

### **State Contract Affecting Purchases**

Because of volume, state contract prices and other State of Florida agency contracts and consortia-based pricing initiatives are frequently much lower than could be negotiated by individual institutions. Bidding requirements may be waived when purchasing items on the state contract list if allowed by granting agency.

### **Documents Completed Upon Receipt of Purchased Items**

Purchased items are often shipped to the physical plant office. Packing slips and other related documents must be sent to the physical plant office should an item be delivered to a different location. Physical plant personnel will attach property control bar code decals to equipment as required. Decals can be acquired at the physical plant office if a piece of equipment is installed directly by the vendor.



***REMINDER: The college conducts an annual 100 percent physical inventory of all property.***

### **Disposing or Transferring Equipment Purchased with Grant Funds**

Funding agencies often require that prior approval be received to dispose of or transfer ownership of equipment. Federal agencies such as the U.S. Department of Labor usually require prior approval. See college administrative procedures for property management procedures.



***REMINDER: Some funding agencies may have additional requirements on purchases. For example, the U.S. Department of Labor requires a second phase of approval on equipment***

*purchases that includes the bid process before the purchase can be made, even though there is a line item in the approved budget.*

## EVALUATION

### **Formative and Summative Evaluations**

Project activities and expenditures are to be monitored and outcomes evaluated as the project progresses. This formative evaluation occurs during each meeting of the Administrative Grant Team. Shortfalls in projected deliverables and outcomes should result in immediate actions by the project director to correct the shortfalls. Timely corrective actions are essential to ensuring that project goals, objectives, and outcomes are achieved. The summative evaluation occurs at the end of the project to determine the degree to which the project outcomes were achieved and the project was carried out in accordance with the funding agency requirements. The director of ACG has lead responsibility for internal evaluation of grant-funded projects.

### **External Evaluators**

Funding agencies sometimes require that an external evaluator be employed by the grant recipient. External evaluators may be independent contractors or hired from an outside agency. External evaluators provide an objective evaluation of the progress of the grant recipients in meeting project goals, objectives, and outcomes. Depending on the nature of the grant and requirements of the funding agency, external evaluators may be actively engaged in developing the proposal and delivering the project. Many federal grants are now requiring an evaluator to participate in developing the evaluation plan of the proposed project. Selecting an external evaluator requires a bid process. It is possible that an additional bid process will be required at the time of proposal approval. The project director should check the notification of grant award and/or with the assigned federal program officer. The grants coordinator can assist with this step during proposal development and post-award. The grants coordinator can assist in securing an external evaluator.



***REMINDER: When in doubt, questions should be posed to the grants coordinator or director of ACG.***



**CAP 1.4 Appendix A**

**PROPOSED GRANT APPROVAL FORM**

Approval of the administrative grant team is required before a grant proposal is developed for Chipola College. Recurring grants established before April 1, 2001 (e.g., Perkins Act funds) are exempt. See CAP 1.4 for additional information.

Date: Estimated Amount to Be Requested in Grant Project:

Grantor/Funding Agency:

Expected Grant Period (approximate beginning and ending dates):

Purpose of the Grant:

Master Plan Goals and Objectives Supported by Grant:

Major Activities of the College to Be Proposed:

Obligations for Chipola College if Grant is Awarded:

List other entities (organizations, agencies, etc.) proposed as partners or sub-recipients with the college if grant is awarded.

Estimated Number of College Employees to Be Paid from Grant

Faculty: Counselors/Advisors: Office Personnel: Others:

Will these employees be required to complete time and effort sheets? \_\_\_Yes \_\_\_No

Estimated Facilities and Administrative (Indirect) Costs to Be Included in Proposal:

**ATTACH ADDITIONAL DOCUMENTATION AS NEEDED (abstract, supporting data, cost estimates, etc.)**

**Signatures:**

Director of Assessment, Compliance, & Grants: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Admin. & Business Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Associate VP of Human Resources & Equity Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Instructional Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

***Direct questions to the Grants Coordinator or Director of Assessment, Compliance, and Grants.  
Return the completed form to the Assessment, Compliance, and Grants Office.***



EMPLOYEE MONTHLY TIME SHEET

Name	Title	Jenzebar ID	Pay Period		From		To																														Monthly	
			Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Hours	%						
Program/Funding Source			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.0	#DIV/0!			
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