



Category
EXTERNALLY FUNDED GRANTS & CONTRACTS – 4:10:03:00
Approval
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Responsible Party: Vice President for Finance & Administration

I. GENERAL

Faculty and staff are encouraged to apply for externally funded grants and contracts which are in accordance with the mission of Motlow State Community College.

II. APPLICATION PROCESS

The following procedures are to be followed in making application for externally funded grants and contracts unless the application process is provided for in Tennessee Board of Regents' policies and/or guidelines.

A. Step 1:

1. Discussions with the appropriate Dean or Vice President must be held before the grant writing occurs.
2. All grants and contracts requiring College matching funds or indirect costs must be discussed with the appropriate Vice President before the grant writing occurs. The Vice President for Finance & Administration should be involved in this discussion.
3. All grants and contracts which allow salary and benefit payments to faculty must be discussed with the Vice President for Academic Affairs before the grant writing occurs.

B. Step 2:

1. Prepare the grant in "DRAFT" form and submit the "DRAFT" to the appropriate Dean and Vice President for review.
2. After the "DRAFT" is approved by the Vice President, the final grant proposal with a cover memo describing the grant should be submitted to the President through the appropriate Dean and Vice President for approval.
3. If the grant proposal is approved it will be signed by the President or his/her designee. The President or his/her designees are the only authorized signatories for Motlow College on a grant proposal.
4. After the grant proposal is approved and signed, the original and one copy will be sent to the grant originator for submission to the appropriate grant authority. A copy will be sent to the Vice President for Finance & Administration.