



## **POLICY 6400**

### **GRANTS**

**Policy Category:** Finance and Business Services

**Area of Administrative Responsibility:** Finance

**Board of Trustees Approval Date:** [date Board passes resolution adopting the policy]

**Effective Date:** [initial effective date of policy]

**Amendment History:** [latest revision date, if applicable]

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## **PURPOSE**

Nassau Community College encourages faculty and staff to be aware of and seek out external funding opportunities to support institutional goals and objectives as outlined by its mission. This policy explains the flow and accountability for grants.

## **SCOPE**

This policy is effective throughout the College.

## **POLICY**

It is the goal of the Resource Development Department to facilitate the successful solicitation of external funding for program implementation and enhancements, equipment acquisition, professional development, service projects, outreach, and other activities.

Upon review and approval, grant proposals will be processed by the Resource Development Department to obtain the approval of the Director of Resource Development and necessary signatures. All requests for outside funding are centralized within the Resource Development Department and must be approved by the Department prior to submission for signature by the Director of Resource Development. No member of the College community should use the name of the College or present him/herself as representing the College in securing financial or in-kind

support without first seeking the approval of the Resource Development Department. Additionally, no College employee should support or offer a commitment of support to any external grant applications without first seeking the guidance of the Director of Resource Development.

Upon receipt of funding, the Director of Resource Development will assist in the preparation of supporting documents; however, the management of grants (both programmatic and budgetary) will fall under the auspices of the appropriate Principal Investigator or Grants Director.

**ENFORCEMENT**

Violation of this policy will result in disciplinary action as follows:

- A. Employees who are part of a bargaining unit will be subject to disciplinary charges brought under their respective collective bargaining agreement.
- B. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.