



Operating Protocol & Procedure

Details:

Number: 501

Title: Grants, Cooperative Agreements, and Contracts

Category: Grants

Office of Primary Responsibility: Grants & Resource Development Coordinator

Approval Date: 10/28/13

Effective Date: 10/28/13

Revised: 10/28/13, 3/13/17

Purpose:

To establish guidelines and provide direction and resources available in developing applications for external and internal funding, including grants, cooperative agreements, and contracts.

Applicability:

Pueblo Community College employees

Definitions:

Funding initiatives consist of three distinctly different types of opportunities, as defined by the funding agency. For the purpose of this Operating Protocol & Procedure, the following definitions apply:

Grant - A type of financial assistance awarded to Pueblo Community College for the conduct of research or program activities as specified in an approved proposal for stated purposes or activities carried out with no substantial involvement anticipated between the College and the funding agency.

Cooperative Agreement - An award similar to a grant, but in which the funding agency involvement is usually substantial once the award is made.

Contract — A mechanism for procurement of a product or service with specific obligations for both the contractor (Pueblo Community College) and the recipient, typically involving a scope of work (product or service with specific obligations) specified in detail by the funding agency (e.g. Federal or State Department of Corrections and others), which announces the funding opportunity. In general, there are greater performance expectations associated with contracts, including milestones and detailed deliverables (e.g. reports). The arrangement is usually designed to benefit the funding agency by achieving an expected outcome or product.

Whether an award is a grant, cooperative agreement, or contract is determined by the agency awarding the funds.

References:

PCC Operating Protocol 152 (Requests to External Organizations for Resources/Assistance)

PCC Operating Protocol 153 (Fund Transfer Agreement for Monetary Awards or Donations)

Attachments/Related Forms or Documents:

None

Operating Protocol:

In recognition of the potential value of external funding sources to the college and institutional emphasis placed on proposal writing, faculty and staff are encouraged to develop applications for funding, including grants, cooperative agreements, and contracts. Proposals developed for funding requests must be consistent with 1) the published role and mission of the College, 2) evidenced institutional need, 3) purpose, and 4) capacity to measure and manage performance.

To ensure coordination and avoid confusion in developing proposals and making application for specially funded projects, the Grant and Resource Development Coordinator shall establish standard procedures for the preparation of proposals, review, and submittal.

In keeping with the college's commitment to promote a culture of evidence in all of its activities, this protocol shall assure that:

- the College maintains Right of First Refusal of all potential grants, cooperative agreements, or contracts, grants, cooperative agreements, and contracts are not approved for submission until all required signatures, including the College President, are affixed to the Grant Approval Process (GAP) form,
- a grant, cooperative agreement, or contract is consistent with the mission of the college and aligned with college goals and strategic imperatives,
- college participation in the activity funded by the grant, cooperative agreement, or contract is not prohibited by Federal, state or local law,
- grant, cooperative agreement, and contract documents, including completed applications and grantor compliance requirements are reviewed and initially approved by the Grant and Resource Development Coordinator or designee. Final authorization for submittal is given by the College President or other PCC signature authority (Business Officer), before a grant application is submitted to a grantor,
- the grant, cooperative agreement, or contract application is coordinated with other necessary college departments and requests to the same funding agency,
- the fiscal impact of the grant, cooperative agreement, or contract is assessed, and on a periodic basis and upon completion of the funded grant, cooperative agreement, or contract, the College Grant and Resource Development Coordinator is provided with a written outcome-based analysis of the project, including financial costs, both direct and indirect, gain or loss thereon.

The Grant and Resource Development Coordinator shall review all grant, cooperative agreement, and contract applications for compliance with this Operating Protocol/Procedure, recommend the approval or denial of the application, and submit the application to the President or designee for final decision. Upon approval by the President or designee, the Grant and Resource Development Coordinator or designee submits the application, solicitation, or request for funding.

Procedure:

The following documents should be referred to when developing grants, cooperative agreements, and contracts:

- Guidelines for the PCC Grant Planning & Development Process
- Concept Paper
- Grant Approval Process (GAP) Analysis

These documents are found on the PCC Portal (see “Grants” on the Forms tab).