

EXTERNALLY FUNDED GRANTS AND CONTRACTS**POLICY**

Brunswick Community College encourages faculty and staff to pursue externally-funded grants and contracts and to participate in projects supported by these grants and contracts. The President, in cooperation with members of the College Cabinet, are responsible for approving new grants and contracts and terminating existing grants and contracts. The President ensures grants and contracts: (1) are related to the College's mission and goals; (2) comply with policies of the Board of Trustees; (3) comply with N.C. Community College System policies; and (4) comply with applicable federal and state laws, rules, and regulations.

PROCEDURES

The College's Office of Planning and Research has general responsibility for the administration of externally-funded grants and contracts. The Director of Planning and Research will normally assign the direct management of research and other externally-funded projects to the grant recipient or designated faculty member. The Vice President for Academic and Student Affairs ensures that faculty members who are managing grants and contracts maintain an appropriate teaching load consistent with their primary obligation, which is instruction. Faculty and staff members' freedom to investigate and to report the results of their research is protected under the terms of the College's Academic Freedom Policy. A Grant Request Form must be completed and the following steps followed **prior** to submitting a grant. A Grant Request Form is located under BCC Docs Section 1. The form can be retrieved from the Office of Planning and Research Office's *Grant webpage* or the College's *BCC document page*.

Steps in the Process:

- Grants **must** be approved by **signature** of your Department Head and appropriate Dean before processing it through the Office of Planning and Research.
- The form will then be routed appropriately for signature so we can track progress of your grant submission.
- A copy of your grant and the guidelines for the project must be submitted electronically to the Office of Planning and Research before the deadline.
- If the grant requires federal submission, the Office of Planning and Research is the only authorized submitter for BCC and you must schedule time to submit the proposal at least **one week in advance**.
- Plan for submission to occur no later than one day before the due date.
- If your grant is awarded, you are **required** to notify the Office of the President and the Office of Planning and Research immediately.
- Submit the original award notification to the Budget Office as soon as received and keep a copy for your records. Forward a copy of the award notification to the Office of Planning and Research. **Grant Approval Signatures:** Please sign below as indicated.

Program Grant Contact	Date of Signature
Co-Applicant Name Contact	
Department Head for Grant Contact	
Department Head for Co-Applicant	
Supervising Dean or Assistant Vice President (if applicable)	
Ms. Elina DiCostanzo, Director of Resource Development *If a 501 (c)(3) required for grant submission	
Mrs. Lois Smith, VP of Academic and Student Affairs (required for specific departments supervised)	
Mrs. Velva Jenkins, VP of Continuing Education & EWD (required for specific departments supervised)	
Mrs. Sheila Galloway, VP of Budget & Finance/CFO (required)	
Dr. Susanne Adams, President (required)	

Approved by Brunswick Community College Board of Trustees
 November 19, 1997; June 20, 2014, November 20, 2017