



## 1.1 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 or staff member. The Vice President for Academic 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 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. The form can be retrieved from the Office of Planning and Research, on the *Grant Resource webpage*, or the College's *BCC document page*.

#### Steps in the Process:

- Grants **must** be approved by **signature** of the Department Head and appropriate Dean before processing it through the Office of Planning and Research.
- The form will then be routed appropriately for signatures so the Office of Planning and Research can track the progress of the grant submission.
- A copy of the grant and the guidelines for the project must be submitted electronically to the Office of Planning and Research before the deadline for the grant.
- If the grant requires federal submission, the Office of Planning and Research is the only authorized submitter for BCC and the grant lead must allow 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 the grant is awarded, 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 the lead's records. A copy of the award notification must be sent to the Office of Planning and Research.

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