Welcome to the latest in a series of periodic publications from the Office of Grants Development. The goal of this newsletter is to provide information to faculty and staff about the grants process at the College and to disseminate announcements of grant awards. If you have any suggestions about topics to include or would like answers to specific questions, please contact Deborah Rosen, director of grants and special projects, at drosen@nvcc.edu.

College Grant Compliance

Once the College receives a grant, our responsibilities are only beginning, particularly with federal grants. There are various circulars, statutes, and administrative provisions that we must follow which dictate what types of records we must keep, what types of time and efforts reports must be kept, when and how financial and programmatic reporting must be done, and what cost principles we must follow as an educational institution. Every expense we make must be allowable, allocable, reasonable, and necessary. Unfortunately, erroneous guidance from a program manager at the funding agency is not a good defense if we misspend funds.

Some key standards to follow if one manages a grant include:

- Effective control over all funds.
- Measuring and aligning your budget with your expenditures.
- Written procedures for determining reasonableness and allocability.
- Source documentation.

Non-compliance with federal standards can be discovered in a number of ways including routine monitoring, auditing, and self-disclosure or reporting. The Office of Grants Development is here to assist you in managing your grant in a way that will allow us to meet the four key standards above. If you would like assistance in this area, please contact Deborah Rosen, Director of Grants and Special Projects, at 2-3154 or drosen@nvcc.edu.

NOVA Awarded Funds for Pre-Departure Orientation

NOVA engages internationally via a strong Global Studies and Programs Office, headed by Associate Vice President Dr. Paul McVeigh, which (among other leading initiatives) has led to growing interchanges with the Fulbright community. Recently, Charlotte Calobrisi, Division Dean, Languages and Literature (AN) and Dr. Wilma Parker, Associate Dean, Division of Languages and Literature (AN) were instrumental in securing a grant from the Fulbright Commission through the Institute for International Education to produce a Pre-Departure Orientation (PDO) for U.S. English Teaching Assistants. The College has in-house expertise in English language teaching and experience with international exchanges that well-qualify us to be hosts. Several NOVA faculty members included in the Fulbright PDO preparation and delivery have served either as Fulbright Scholars, U.S. Department of Education grantees, and Foreign Service English Language Officers, or as consultants, teacher trainers, or teacher-trainer trainers for the Peace Corps, World Health Organization, and a variety of universities and colleges. Congratulations to all!!

Seeking Funds for Career Access Pathways

Kerin Hilker, director of both the Pathway to the Baccalaureate and Adult Career Pathways programs, worked with the Grants Office in May to submit a 3-year, $800,000 request for consideration by “Key Transitions in Postsecondary Education,” a new grants program sponsored by USA Funds. The proposal seeks funding for additional counselors to provide case management support that will better serve foster youth, veterans and military spouses, and launch services for students in the District of Columbia. This activity would be in partnership with the District of Columbia College Access Program (DC-CAP). A decision will be made by July 31.

Submit items of interest for publication in the Grants Newsletter via e-mail to drosen@nvcc.edu