This section updates Section 8 of the Administrative Services Procedure Manual, which governs the receipt of gifts, grants, and contracts.

The policy applies to all employees of Northern Virginia Community Colleges at all facilities and locations. Northern Virginia Community College (NOVA) receives grants from various local, state, federal, and private funding sources that require the collaboration of the Office of Grants Development, Budget Office, and Project Director/Coordinators, and the Northern Virginia Community College Educational Foundation to manage these grants. All of these offices must work together to insure that the College maintains its standing as an excellent steward of funds and an excellent provider of services through outside funds acquired. Due to the fact that the College has many locations and many employees at disparate locations, it is important that standardized procedures are followed in the stewardship of outside funds.
Section 8

GIFTS, GRANTS, AND CONTRACTS

Revised January 2011
# TABLE OF CONTENTS

8. GIFTS, GRANTS, AND CONTRACTS .................................................................

8.0 8.0GENERAL .................................................................................................
     8.0.1 Authority and Responsibilities .........................................................

8.1 GRANTS ...........................................................................................................
     8.1.1 Funding Search ....................................................................................
     8.1.2 Fund Management ............................................................................
     8.1.3 Proposal Development Process .......................................................
     8.1.4 Implementation of Grant Projects ..................................................

8.2 FINANCIAL MANAGEMENT ............................................................................

8.3 STUDENT FINANCIAL AID .........................................................................

8.4 GIFTS AND DONATIONS .............................................................................
     8.4.1 Unrestricted Funds ............................................................................
     8.4.2 Equipment and Property .................................................................
     8.4.3 Procedures .......................................................................................
Section 8 Gifts, Grants, and Cor
8. GIFTS, GRANTS, AND CONTRACTS

8.0 GENERAL

Gifts, grants, and contracts are an important help to fulfilling the mission of the College. Both solicitation and acceptance of them are encouraged. Such gifts, grants, and contracts must, however, be administered in accordance with VCCS, NOVA, NVCCEF, and funding source policies, if applicable.

8.0.1 Authority and Responsibilities

A. The President has been delegated authority to approve and accept both unrestricted and restricted gifts and grants. Restricted gifts and grants are acceptable provided such restrictions are limited to requiring the College to furnish goods and services of an instructional or public service nature. The following limitations apply:

- All IT hardware and software, and telecommunications products, as well as hardware and software services, require prior approval from the Vice President of Instructional and Information Technology. If such products or services are valued at $100,000 or more, VCCS approval is also required.
- Real estate requires State Board for Community Colleges approval.

B. The following College offices and personnel have responsibilities related to gifts and grants:

(i) Grants and Special Projects Office

- Serves as the clearinghouse for grants and sponsored programs.
- Maintains information and access to networks of information about funding sources.
- Provides assistance to faculty and staff in (a) seeking funding to support educational programs and/or services of the College, including identification of funding sources; (b) proposal preparation and writing; (c) contacting funding sources; (d) submission of all proposals, including electronic submission; (e) setting up and monitoring operational programs and budgets; and (e) preparation of interim and final reports.
• Provides training and orientation sessions for Administrators, faculty, and staff (including project directors) regarding the procedures that facilitate grants management.

• Advises and assists faculty and staff in the setting up and ongoing management of grant programs and operational budgets, through direct consultation and through orientation or briefing sessions.

• Forwards and communicates specific terms of operating budget to the Budget Office.

• Monitors administration of grant-sponsored projects to assure compliance with funding agency requirements, VCCS, and other requirements and to resolve questions of interpretation of funding source regulations.

• Coordinates with the NOVA Educational Foundation staff to prevent duplication of efforts on behalf of the College.

• Reviews all proposals that are to be submitted on behalf of the College or College Foundation (Northern Virginia Community College Educational Foundation)

• Manages the process for on-line submission portals such as Grants.gov, HRSA Electronic Handbook, etc.

(ii) **Budget Office**

• Provides technical advice for financial management of grants and contracts.

• Performs the accounting function for grants and contracts.

• Prepares financial reports in consultation with the Office of Grants and Special Projects and the project directors.

(iii) **Project Director for Grant or Contract**

• Executes the grant or contract in accordance with the approval documents (proposal, approved budget, award letter, etc.).

• Prepares necessary reports during and upon completion of projects, in consultation with the Office of Grants and Special Projects, the Budget Office, and/or the NVCCEF, if applicable.
(iv) **NVCC Educational Foundation, Inc.**

- Operating within its charter, seeks gifts and funds to support the College.
- If 501(c)(3) status is required by the funder, acts as fiscal agent for specific grants.
- Coordinates with the Office of Grants and Special Projects to prevent duplication of efforts on behalf of the College.
- Prepares financial reports for grants that are run through the NVCCEF.
8.1 GRANTS

8.1.1 Funding Search

The College receives grants of funds from government agencies and public or private sources to support its programs and services. The Office of Grants Development and the NVCC Educational Foundation (NVCCEF) operate separately but work together to advance the College’s goals through identification, cultivation, and solicitation of financial support. The two offices share information regarding prospective funding sources in order to avoid overlap of solicitations. Since some funding sources consider only one proposal per institution within a given period, the need for such coordination is particularly important prior to contact with external sources.

The Office of Grants and Special Projects seeks funds from all appropriate sources to support College programs and services. In cases in which the applicant must be a 501 (c) (3) organization, the applicant may be the NVCC Educational Foundation. In any case, the Director of Grants and Special Projects will review all grant applications submitted on behalf of the College or the NVCCEF.

8.1.2 Fund Management

When a proposal is submitted by the College and is subsequently funded to support a College program, those funds are received by the College, deposited in a College account, and managed by the College. When a proposal is submitted to a private source by the College to support a College program, the proposal may be submitted on behalf of the College or the College Foundation, depending upon the requirements of the funding source(s). (See above regarding cases in which the applicant must be a 501 (c) (3) organization.) Funds deposited with the NVCCEF may be managed by the Foundation or transferred to a College account and managed by the College. In instances where the granting organization stipulates the donation can only be deposited with the College, the donation will be directly deposited with the College. In order for the NVCCEF to charge an administrative overhead fee, this fee must be included in the proposal, if allowed.

When the NVCCEF receives funding from external sources to support the College, those funds may be deposited with and managed by the Foundation, in accordance with the funding source policy NOVA policy, and VCCS policy.

8.1.3 Proposal Development Process

A. Faculty and staff who wish to seek external funding to support a program or service shall obtain prior approval of the concept from their supervisor before proceeding with proposal development.

B. Faculty and staff may undertake initial contact with potential sources in their area of interest; however, the Director of Grants and Special Projects shall become
involved at the point where a proposal is being considered. The Director of Grants and Special Projects or designate will assist with strategies and organization of the proposal effort.

C. Faculty and staff are encouraged to contact the Director of Grants and Special Projects for assistance with funding sources.

D. The proposal review and approval process outlined in the *Grant Proposal Transmittal Form* (see Attachment A) must be followed to ensure campus a College approval for any proposal submitted on behalf of the College or Coll Foundation. The Director of Grants and Special Projects or designee may assist with this process.

### 8.1.4 Implementation of Grant Projects

A. Upon receiving a grant, the Project Director is responsible for ensuring that implementation is conducted in accordance with College policies and procedures as well as the guidelines included in the request for proposal, the grant proposal itself, the contract, and the award letter. Assistance with purchasing, hiring, or other tasks should be obtained through the usual supervisory line; for example, a faculty member would consult with the division dean.

B. College purchasing procedures must be followed for supplies and services. Assistance will be provided by the Purchasing Office. Use the grant account number provided by the Budget Office for all purchase requests. Items should be limited to those categories approved by the grantor.

C. College travel policies apply to all State employees, including those working under grants and contracts. Travel is appropriate only if allowed by the fund source and approved within the budget. Written approval must be obtained in advance. All NOVA and VCCS travel policies will be followed.

D. If a new full- or part-time position is to be created under the terms of the grant, the request must be submitted through campus and/or College supervisory channels to the Human Resources Office. Positions are considered restricted, and termination dates shall correspond to grant provisions. The position will be filled in accordance with established College and College Human Resources policies. All College and VCCS rules and regulations apply.

E. All personnel expenses must be clearly delineated in proposals and must conform to State, VCCS, NOVA, and grant funder guidelines. Time and effort reports must be maintained by persons employed through grant funds. Reassigned time must be approved in advance by the President and certified by memo at the end of each academic period by the division dean and provost. All NOVA and VCCS rules and regulations regarding personnel will be followed.
Grants awarded through the NVCCEF that have a payroll components will be processed through a College salary and wage reimbursement account.
FINANCIAL MANAGEMENT

8.2
8.2.1 Responsibility for financial management of the grant or contract lies with the Project Director. Technical assistance may be obtained from the division dean, director, Vice Provost, or the Budget Office.

8.2.2 After receipt of a copy of the award letter, e-mail, or other formal document, the Budget Office obtains a grant account number from VCCS, maintains the official accounting record and requests funds as appropriate in consultation with the project director and the Director of Grants and Special Projects.

8.2.3 Grant expenditures are entered using the State’s object codes in accordance with the approved budget. Requests for budget adjustments within the approved level of changes are coordinated with the Director of Grants and Special Projects and forwarded to the Budget Office. Requested changes beyond those parameters shall be routed through the Office of Grants and Special Projects to the grantor for approval.

8.2.4 Financial information on grants and contracts awarded to the College is available through the Peoplesoft AIS System. Project directors should request access to the system so that they can monitor expenditures, but assistance will be provided by the Budget Office in tracking expenditures. Grants awarded through the NVCCEF are tracked using the NVCCEF’s financial system and project directors will be provided regular updates on the financial status of each project tracked in this way.

8.2.5 NOVA contributions to the project through in-kind or matching funds are not normally identified or reported in the grant account; therefore, the Project Director, in conjunction with the Budget Office, must maintain documentation of such support.

8.2.6 Complete documentation on resource utilization must be maintained for audit purposes. The proper use of resources in executing the grant or contract is vital. Grants and contracts subject to audit not only by internal and State auditors, but also by the funding organization; involved. Records shall be maintained in accordance with College policies and funding agency requirements.

8.3 STUDENT FINANCIAL AID

8.3.1 The Director, Student Financial Aid and Support Services, has primary responsibility for administration of grants and gifts received for scholarships or tuition assistance. For more information, see Section 9, Student Financial Aid, of this manual.

8.3.2 State grants for financial aid will be accounted for by the Budget Office. Financial aid from Federal sources (FWS, SEOG, Pell, CSAP, Perkins Loans, etc.) and local political jurisdictions will be accounted for by Local Funds Section, Fiscal and Auxiliary Services.
8.3.3 Unrestricted financial aid from nongovernmental sources shall be deposited with the NVCCEF. The Executive Director will work closely with the Director, Financial Aid and Support Services; the Director, Fiscal and Auxiliary Services; the Student Financial Aid Committee; and others as appropriate, in arriving at a recommended distribution.

8.4 GIFTS AND DONATIONS

8.4.1 Unrestricted Funds

Contributions of unrestricted funds are deposited with NVCCEF. The allocation of funds shall be in accordance with policies established by the Foundation Board.

8.4.2 Equipment and Property

F. In cases of contributions of equipment, land, buildings, and property, the recipient shall be the NVCCEF. Equipment will be transferred to the College Warehouse, picked up on inventory, and assigned to the appropriate program. Land and buildings, title will be accepted by the NVCCEF, upon approval of the College and the VCCS, where appropriate. If the property is to be used directly by the College, title will be transferred after the College obtains approval to accept. If not used directly by the College, the NVCCEF may use the property or distribute it as determined by the Foundation Board.

G. Personal property such as art works, books, etc., requires prior approval before acceptance. Prospective donors are referred to the NVCCEF, who will discuss acceptance procedures and provide a Gift Intent Form (Attachment B).

8.4.3 Procedures

A. The Executive Director discusses any potential gift with the appropriate provost or dean to determine its acceptability. If the gift conditions are approved, an Inspection and Approval of Gift Form (see Attachment C) is signed and forwarded to NVCCEF.

B. Arrangements are made to receive the gift, which is processed through the College Warehouse for inventory control.

C. The Executive Director sends the donor an appropriate message of thanks and a receipt for tax purposes.

D. Unsolicited gifts such as books, magazines, and similar items brought directly to the Learning Resource Center (LRS) may be exempt from the formal acceptance procedures, at the discretion of the LRS Director, unless the donor requests a receipt for tax purposes. In the latter case, the foregoing procedures would a
GIFT INTENT FORM

The Northern Virginia Community College Educational Foundation, Inc. has been established as the processing agency for the acceptance and approval of gifts of personal property to Northern Virginia Community College. The Foundation is a non-profit, tax-exempt 501 (c)(3) charitable foundation established for the sole purpose of fostering and promoting the growth, progress, and general welfare of Northern Virginia Community College. Gifts to the Foundation are deductible for income tax purposes as provided in Section 170 of the Internal Revenue Service Code.

Please complete this form and promptly return it to the Northern Virginia Community College Educational Foundation, Inc., 4001 Wakefield Chapel Road, Annandale, Virginia 22003.

Donor's Name __________________________________________________________

Address _______________________________________________________________

City, State, Zip _________________________________________________________

Office Phone(____) ____________________________ Home Phone (___) ______________

Items to be donated: _____________________________________________________

Description (include year, model no., condition, etc.) ________________________

Fair Market Value $__________________

Donor's Signature ___________________________ Date _______________________

Please note that the fair market value is the donor's estimate of the worth of the items being donated. NVCC and the NVCC Educational Foundation, Inc., are prohibited by Internal Revenue Service regulations from assuring any value provided on this form.
INSPECTION AND APPROVAL OF IN-KIND GIFT

Please review the attached Gift Intent Form and confirm that this has been received by your program/division for use in an administrative capacity.

Send this form with Part A completed to your program or division:

Part A:
Program/Division that received gift ________________________________
Campus ________________________________
Contact Name ________________________________
Office Extension ________________________________
Description of how gift will be used ________________________________

Part B: Acknowledgement of Gift-in-Kind - Please sign and pass on to the next signer.

Program Head
Division Head
Business Manager
Provost
Dean of Financial and Administrative Services

Return with Parts A and B completed to:

NVCC Educational Foundation, Inc.
Room 312, Brautl Building, Annandale
Grant Proposal Transmittal Form

This form is intended for use within NOVA only and should be attached to the front of the grant/contract proposal.

Grantor or Sponsor Name: ___________________________________
Address: ________________________________________________
Principal Applicant/Project Director: _________________________
Department/Division: _________________________ Campus: _______
Phone: _________________________
Are there needs for additional space? □ Yes □ No If yes, how will these be met?

Total requested of grantor: $ ________________
Total indirect costs requested: $ ________________
How were indirect costs computed?

College financial contribution: $ ________________ Description, including in-kind contributions, if any: ________________

Effect on College Finances, e.g., funding to be received or expenses to be incurred as a result:

Position(s) to be created, types, and for what period of time, from what funding source:

Purpose and relation to College Mission/Strategies:

Other requirements:

REQUIRED SIGNATURES:

I agree to administer this project in accordance with College policies as well as within any conditions imposed by the funder. I certify that I am capable of performing as required by the proposal and the funding source and I am willing to do so without any conflict of interest.

Project Director (if named): _________________________ Date: ________________
Academic Dean or Director: _________________________ Date: ________________

I have reviewed the attached proposal and believe it to be compatible with the goals of NOVA. I have approved reassigned time, if it was requested in the proposal, as specified in the proposed budget. Cash match and in-kind match, if specified in the budget, will be provided from existing campus resources. Suitably equipped space will be provided to the project within the campus existing budget allocation, if requested in the proposal. Reassigned time, if specified in this proposal, has been discussed with the President and will be approved if the grant/contract is awarded.

Provost: _________________________ Date: ________________

I have reviewed the attached proposal and believe it to be consistent with the policies of the College and the guidelines of the funder.

Director, Grants and Special Projects: _________________________ Date: ________________
Executive Vice President: _________________________ Date: ________________
Vice President, Finance and Administration: _________________________ Date: ________________
President: _________________________ Date: ________________

Please attach:
1) Summary of proposal
2) Most current budget