

**Institutional Advancement &
Economic Development**

BP 4010 GRANTS – STRUCTURE, ROLES and RESPONSIBILITIES

Reference:

Education Code Section 70902

Riverside Community College District embraces the acquisition of extramural funding in the form of grants to achieve the mission, goals, outcomes, and strategic initiatives of the District and its colleges. In this regard, the District and its colleges shall facilitate a coordinated program for the grant acquisition and management of federal, state, and local funding, both public, to support the students, faculty, and programs of the District and its colleges.

The Chancellor shall ensure that all grants applied for and received by the District and its colleges directly support the mission, goals, and outcomes of the District and its colleges and shall inform the Board of Trustees of these efforts.

The Chancellor shall establish administrative procedures at the District- and college-level to assure timely application and processing of grant proposals and funds. These procedures shall ensure that the grant funding received by the District and its colleges are administered in accordance with federal, state, and local requirements.

Date Adopted: November 18, 2008

Date Revised: December 15, 2009

Date Revised: December 14, 2021

Formerly: BP 3280

**Institutional Advancement &
Economic Development**

AP 4010 GRANTS – STRUCTURE, ROLES and RESPONSIBILITIES

References:

Education Code Section 70902

Purpose

To augment funding received from the state of California, Riverside Community College District (RCCD) and its colleges, individually and , pursue external funding through grants and contracts to support institutional efforts to achieve the vision, mission, goals and strategic priorities of the District and its colleges. This procedure outlines the structure by which the District and its colleges will pursue and manage grant funding and the roles and responsibilities of the parties involved.

Definition

As defined, a grant is a written proposal developed in response to a competitive or non-competitive request for applications solicited by a funder. The grant proposal or contract bid generally includes specific activities, outcomes, timelines and reporting requirements to be accomplished with the requested amount of money. Grants can be received from both public and private sources.

Organizational Structure

The District and its colleges pursue external grant and contract funding through a three-pronged structure that includes distinct, yet integrated, functions at the District-level, the college level and the RCCD Foundation. The following outlines the primary roles and responsibilities of each office on the pre- and post-award side.

Pre-Award – Grant Development, Roles and Responsibilities

District Grants Office

- Identify, develop, and submit public grant proposals to support District-wide initiatives
- Identify, develop, and submit collaborative grant proposals that support more than one college
- Submit federal grant proposals through online submission systems, including but not limited to Grants.gov, Fastlane, NSPIRES, etc.
- Monitor and track the development and submission of public grant proposals
- Communicate public grant development outcomes to RCCD Board of Trustees
- Maintain grant files on all grants submitted by the college and District Grants offices
- Provide technical assistance and support to the colleges with regard to pre-award functions
- Support the colleges and RCCD Foundation, as needed, with grant development, including grant writing

- Offer training for faculty and staff interested in pursuing grant funding

College Grants Offices

- Identify and develop public grant proposals to support college strategic initiatives
- Submit public grant proposals at the local and state level
- Coordinate with the District office to submit federal grant proposals
- Coordinate with the RCCD Foundation office to submit private grant proposals
- Monitor and track the development and submission of publicly-funded college grants, as well as other grants submitted and awarded to the colleges
- Communicate grant development outcomes to the college leadership and District Grants office for reporting purposes and District-wide tracking

RCCD Foundation

- Identify, develop, and submit private grant proposals to support initiatives at both the college and district level
- Submit private grant proposals in collaboration with the relevant District or College department
- Monitor and track the development and submission of private grant proposals
- Communicate private grant development outcomes to RCCD Board of Trustees
- Maintain grant files on private grants
- Provide technical assistance and support to the colleges with regard to pre-award functions
- Support the colleges with grant development, including grant writing

Post Award

District Grants Office

- Offer professional development for grant-funded personnel at the District and the colleges
- Provide technical assistance and support to the colleges with regard to post-award functions of publicly funded grants
- Maintain grant files on all active grants submitted by the college and District grants offices and awarded to the District and its colleges to include at a minimum award agreement, grant management guidelines, program reports, subaward agreements if applicable, and grant modifications and justifications
- Work with project directors of District-level grants to ensure that District grants are making satisfactory progress toward program goals, objectives and activities and are spending their funds in a timely manner in compliance with local, state and/or federal policies and procedures.
- Serve as the project manager for District led grants as appropriate
- Offer District-wide training for grant staff on effective grant management

College Grants Office

- Negotiate budgets as required, working in conjunction with project directors/project administrators
- Work with grant staff and college Business offices to process new grant awards and prepare contract documents

- Help connect new program directors to available resources, including those available at the District office
- Supervise grant administrative specialists, as appropriate and requested
- Provide grant management training in collaboration with District or by connecting college personnel to external professional development

RCCD Foundation

- Provide technical assistance and support to the colleges and grant funded personnel working on private grants managed by the RCCD Foundation regarding post-award functions
- Maintain grant files on all private grants awarded to the District and its colleges to include at a minimum award agreement, grant management guidelines, program reports, subaward agreements if applicable, and grant modifications and justifications
- Work with project directors of privately-funded grants to ensure that grants are making satisfactory progress toward program goals, objectives and activities and are spending their funds in a timely manner in compliance with the grant award agreement
- Work with project directors of privately-funded grants to ensure that reporting requirements are fulfilled in a timely manner in compliance with the grant award agreement
- Negotiate budgets with grantors as required, working in conjunction with project directors/project administrators
- Work with grant staff and college/District Business offices to process private grant awards that will be passed through from the RCCD Foundation to the college/District

The Grants Offices at the District- and College-level will develop a Grants Administrative Handbook to guide the process for identifying, pursuing, and managing grants and contract. This Handbook will be reviewed and updated, as necessary, once per year.

Office of Responsibility: Vice Chancellor, Institutional Advancement & Economic Development

Date Approved: September 22, 2008

Date Revised: September 14, 2009

Date Revised: April 20, 2010

Date Revised: February 27, 2012

Date Revised: January 29, 2013

Date Revised: February 23, 2015

Date Revised: December 14, 2021

Formerly: 3280