

Orangeburg-Calhoun Technical College Statement of Policy

Title: Externally Funded Contracts and Grants

Number: 2.001

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Department of
Responsibility: Vice President for Business Affairs

Authorization:

Area Commission Chairman

President

Date Approved: March 15, 1994

Last Revised: February 20, 2024

Last Reviewed: November 17, 2020

I. PURPOSE:

This document establishes the policy related to externally funded grants and contracts.

II. POLICY:

Orangeburg-Calhoun Technical College will seek and apply for externally funded grants and contracts, that supplement the resources available to the College to accomplish its mission, goals, and objectives.

To fulfill this policy, Orangeburg-Calhoun Technical College shall ensure the following provisions:

- a. The College is a teaching institution and will not seek application for research grants or contracts.
- b. The College will maintain proper control of funds in accordance with Federal and State regulations, grant award agreements, and college policies and procedures.
- c. The College will ensure that any ancillary monies that may accrue from grant administration will not be used to sustain any educational program.
- d. The Vice President for Business Affairs will be the fiscal agent of all institutional grants and contracts.
- e. The Grants Committee will provide oversight of existing grants, make recommendations to the President for pursuing new grants and monitor progress of existing grants to ensure the objectives are being met.
- f. Upon approval from the President's office, the Grants Coordinator will have primary responsibility for coordination and development of procurement for grants or contracts.
- g. A project director will be assigned to carry out the work of the grant. The project director will work closely with the Grants Coordinator in establishing budgets,

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- expenditure of funds, submitting required reports, etc.
 - h The President, through the governing board, will be the designated signatory for procurement and acceptance of all grants and contracts.