# KAUA'I COMMUNITY COLLEGE
## Grant Submission and Management

1. Purpose

   The purpose of this procedure is to provide general information and guidance to faculty and staff regarding the submission and management of grants following established University of Hawai'i policies and procedures.

2. Policy

   Kaua'i Community College (Kaua'i CC) relies on external funding to supplement the general operating budget. Grant agreements and funding are binding legal agreements executed by the Office of Research Services (ORS) and awarded to the University of Hawai'i (UH), not an individual Principal Investigator (PI) or an individual campus, like Kaua'i CC. Grants and contracts can only be submitted and accepted by ORS as authorized signers on behalf of UH.

   External grant submissions should be completed by the Grant Office in collaboration with the PI at least seven (7) business days prior to the grant submission deadline, as ORS requires five (5) business days for review, approval, and submission. Required approvals (e.g., PI, Co-PIs, Financial Administrator, Division/Unit Chairperson, Chancellor, and ORS) are done electronically via a MyGrant Proposal Development Record. Once a grant or contract is accepted, ORS or the Kaua'i CC Business Office will provide an account number to the PI.

   Failure to meet guidelines and timelines established in this policy may jeopardize the submission of your proposal.

3. Related University Policies

   A. University of Hawai'i Systemwide Executive Policy EP 12.102, Authority to Sign and Execute Extramural Research and Training Contracts/Grants, Agreements and Contract Assignments and Releases

   B. University of Hawai'i Systemwide Administrative Procedure AP 12.401, Procedures for the Preparation and Submission of Proposals to External Sponsors and the Review/Approval Requirements for Sponsored Agreements

   C. University of Hawai'i Systemwide Board of Regents Policy RP 12.202, Principal Investigator

4. Definitions

A. MyGRANT: Software system used by the UH System to develop and track grant proposals and awards.

B. Office of Research Services (ORS): The Office that applies for and accepts extramural awards on behalf of the UH; executes legal agreements; establishes project accounts, assuring compliance with applicable laws, regulations, policies, and award terms and conditions; recommends and issues UH policies and procedures relating to extramurally sponsored projects; and reports on sponsored research to the UH Board of Regents and the Office of the President.

5. Responsibilities

A. Principal Investigator (PI)

i. Submit a copy of the Request for Proposals (RFP) and project ideas to the Grant Development Coordinator (GDC) at least one (1) month prior to the grant due date and review the planning for success tab on the Grant Development webpage, which contains the internal submission timeline.

ii. Consult with faculty, staff, and/or impacted constituents such as students, programs, divisions, units, etc, early and continuously in the grant writing process.

iii. Work with the GDC or UH Foundation (UHF) to ensure ideas and scientific and/or technical specifications, including goals, objectives, and evaluation plans, are included in the grant application (no less than three (3) weeks prior to the grant or UHF due date).

iv. Work with the GDC to ensure technical or discipline-specific references supporting the proposal are included in the bibliography (no less than two (2) weeks prior to the grant due date).

v. Work with the GDC or UHF to create an overall budget that includes allowable costs that comply with UH regulations and RFP procedures (no less than two (2) weeks prior to the grant due date).

vi. Obtain sharing/matching commitments and/or letters of commitment, when applicable, for the GDC to upload into MyGRANT (no less than one (1) week prior to the grant due date).

vii. Collaborate with Human Resources (HR) to ensure hiring requests in grant proposals adhere to UH policies and procedures prior to grant submission (no less than two (2) weeks prior to the grant due date).

viii. When required, collaborate with GDC and Institutional Researcher to create an Evaluation Plan and/or Data Management Plan.

ix. Review the proposal package before it is submitted to ORS.

x. Adhere to sponsor deadlines and those established by the GDC, ORS, and/or UHF.

xi. Manage and maintain the budget, which may include requested revisions with the sponsor. All budget modifications must be communicated to the Fiscal Administrator prior to submission and after approval. Revisions should be provided to the GDC or UHF only after approval by the sponsor.

xii. Provide the GDC copies of the award letter, submitted reports, and budget amendments to update grant files.

xiii. Once a grant is submitted, the PI must complete the ORS Grants and Certification program online within three (3) months after an award is made.

xiv. Perform all Project Manager duties if the grant does not support a Project Manager (see Item F below).

xv. Upon notice of an extramural award from the funding agency, PI will forward the copy the GAN to the campus Fiscal Administrator (FA) and GDC.

B. Grants Development Coordinator (GDC)

i. Research grants that support programs, campus-wide improvements and initiatives, and innovation after consultation with PIs, Division/Unit Chairperson, Program Coordinators, and/or Executive Management to identify needs and projects.

ii. Provide guidance and assistance in the interpretation of funding regulations and requirements.

iii. Identify trends in policies and funding that may impact Kaua'i CC and advise Cabinet.

iv. Research, write, compile, and submit grant proposals in collaboration with PIs and key personnel.

v. Provide the FA with a draft of the grant proposal budget, which includes the budget narrative, at least two (2) weeks prior to the grant submission date.

vi. Liaise with ORS regarding all aspects of grant proposal development, submission, and management.

vii. Work with PI and/or Project Manager to ensure coordination of post-award grants to

ensure that administrative policies, procedures, and agency requirements are being followed.

viii. Assist PI and FA with the monitoring, reporting, and renewal of existing grants.

ix. Provide PIs and Executive Management with biannual reports (August and February) on the status of current and pending grants.

x. Inform the Makaloa Council chair of upcoming Native Hawaiian grant opportunities, new awards, and positions.

xi. Once the GAN is received from the PI, GDC will provide assistance to complete the ORS Form 1 when a Request for Advance Account Approval is needed.

C. Fiscal Administrator (FA)

i. Review grant proposal budgets prior to submission to ORS.

ii. Upon award, establishes and/or communicates new account numbers to the PI and/or Program Manager.

iii. Establishes and/or communicates approved budget within Kuali Financial System.

iv. Submits RCUH Financial Portal access forms, once they are completed and provided by the PI.

v. Assists PI with assuring all project costs are allowable, allocable, and reasonable and posted in a timely manner to the Kuali Financial System.

vi. Works with the PI to confirm final expenditures for the financial account.

vii. Verifies that encumbrances and expense items are cleared.

viii. Provides approval to process the final invoice and/or report.

ix. Assists PI in providing detailed schedules and backup financial documentation, if required by sponsor.

x. Provides the PI and GDC with expenditure reports semi-annually, per the reporting schedule developed by the PI.

D.  Human Resources (HR)

    i.  Review all hiring requests and provide employee data in grant proposals prior to submission to ensure they adhere to UH policies and procedures (at least two (2) weeks prior to the grant due date).

    ii.  Collaborate with PI and GDC to ensure correct personnel costs, including fringe benefits, are included in grant proposals.

E.  Institutional Research (IR)

    i.  Provide data to PI and GDC to support grant proposals upon request.

    ii.  When required in the Request for Proposal (RFP), collaborate with PI and GDC to create an Evaluation Plan and/or Data Management Plan.

    iii.  Requests to IR should be made at least four (4) weeks prior to PIs deadline.

F.  Project Manager (if NOT the PI)

    i.  Develop a schedule, collaboratively with the PI, to ensure all sponsor and ORS reporting deadlines established in the award letter are met. This should be provided to the Grant Development Office (GDO) and the FA within the first three (3) months of the award.

    ii.  Manage and maintain the budget, which may include requested revisions with the sponsor. All budget modifications must be communicated to the Business Office prior to submission and after approval. Revisions should be provided to the GDC only after approval by the sponsor.

    iii.  Provide the GDC with copies of the award letter, submitted reports, and budget amendments to update grant files.

    iv.  The Project Manager must complete the ORS Grant and Certification program.

    v.  Online. This must be completed within three (3) months of hire.

G.  UH Foundation (UHF)

i. Work with faculty and staff when philanthropic grant requires a 501c3 (non-profit status) or when funds are to support student aid.

ii. Assist in identifying potential corporate, foundation, and/or private donors for philanthropic requests.

iii. Assist in UHF account setup and transfer of funds when awards are received by UHF.

iv. Support donor stewardship and relationship management with philanthropic funders.