

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 4116 (November 30, 1979)

SUBJECT: *Research, Training and Public Service Contracts and Grants for Community Colleges*

A. References:

1. BMI No. 4116 "Policies and Procedures Regarding Research, Training and Public Service Contracts for All Campuses and Operations"
2. BMI No. 4151 "Vacation Credit Fund Transfer"
3. BMI No. 4554 "Vacation Credit Transfer for Extramural Funded Employee"
4. BMI No. 4500 "Accounting for Research and Training Contracts and Grants"
5. BMI No. 4502 "Organizational Functions in Contracts and Grants"
6. BMI No. 4530 "Indirect Cost Policies and Procedures"

B. Background and Purpose: To establish supplemental procedures for proposing, processing, accepting, accounting and reporting of research, training and public service projects and student services/financial aids supported by extramural funding.

C. Applicability: Types of contracts/grants/agreements covered by this CCCM include:

1. Research, Training, and Special Project proposals for the education of faculty and ill in turn teach credit programs leading to certification. For example:
 - a. Veterans Cost of Instruction Programs (VCIP)
 - b. Educational Opportunity Centers (EOC)
 - c. Projects funded through USPH, HEW and USOE
2. Public Service and Other proposals for training of students enrolled in non-credit programs. For example:
 - a. Manpower Development Training (MDT)
 - b. Comprehensive Employment and Training Programs (CETA)
 - c. Title IA, (HEA) University Community Service, Special Projects
 - d. Community Service
 - e. Continuing Education
3. Student Service/Financial Aid proposals which will be submitted directly by the

College to funding agencies. For example:

- a. National Direct Student Loans (NDSL)
- b. College Work Study Program (CWSP)
- c. Basic Educational Opportunity Grant Program (BEOG)
- d. Supplemental Educational Opportunity Grants(SECG)

D. Responsibilities:

1. University P.resident:

Signs contracts, grants or agreements involving \$1 million or m~ret

2. University Contracts Officer:

Assists on legal matters relating to contracts, grants and agreements, executes extramural contracts/grants under \$1 million, and contract releases upon contract termination. Also reviews contracts/grants over \$1 million for the President. The University Comptroller-Contracts and Grants serves in the Contract Officer's absence.

3. Comptroller - Contracts ~nd Grants:

Provides financial management services to extramurally sponsored contracts and grants; prepares fiscal reports and billing to various sponsoring agencies; serves as negotiator between the University and Federal auditors and sponsoring agency for audit disallowances as they arise; devises and implements systemwide policies in compliance with Federal regulations; prepares various cost studies and negotiates final indirect cost rates; provides consultative services to principal investigators, program directors, and administrative officers on fiscal matters and pertinent policy changes; provides University Director of Finance information on deficits and disallowances; and acts as central recorder and depository for contract./grant documents.

4. Director of ~search, Office of Research Administration (ORA):

Approves and transmits research, training and special project proposals for the University.

5. Chancellor for Community Colleges:

- a. Issues policies and procedures for the community college system.
- b. Approves and transmits public service proposals for \$25,000 or m~re.
- c. Accepts public service awards,

6. Provost (or other equivalent Community College executive):

- a. Issues campus supplemental procedures to include controls to assure compliance with this CCCM a~d attachments, and the assignment of specific responsibilities at the campus.
- b. Approves and transmits proposals which are less than \$25,000 and transmits an informational copy of the Request for Approval of External Funding Proposal (Exhibit I) to the Chancellor. Assures that such proposals are consistent with campus plans and programs and for which any additional current and future resource commitment will clearly be met by the campus and which fulfill the expressed requirements stipulated by the funding source(s).
- c. Recommends to the Chancellor those proposals meeting the criteria in b. above and requiring his attention.

E. Procedures:

The following three distinct phases are outlined in the attachment:

- a. Phase I - Proposal, Preparation/Processing Requirements for Extramural Funding.
- b. Phase II - Acceptance of Awards and Approval of Grants, Contracts or Agreements.
- c. Phase III - Project Implementation, Termination, Reporting.

Dewey H. Kim
Acting Chancellor for Community Colleges

Attachments