



**Procedure 206-01 Sponsored Projects  
(Externally Funded) Application  
(formerly Grant Application)  
Sponsor: Business and Administrative Services**

**Purpose:** The purpose of this procedure is to outline the processes required for applications for Sponsored Projects (Externally Funded Projects).

**Definitions**

Sponsored Project funds:

1. Are external sources of revenue streams outside the scope of state appropriations, property taxes, and tuition and fees;
2. Are separate and distinct financial instruments from gifts, endowments, or open-ended charitable contributions, and can be in the form of a grant, a contract, a collaboration agreement, or a similar instrument;
3. Are funds awarded to the College by a government agency, public or private foundation, or corporate or personal philanthropy that do not have to be repaid back to the funder unless contracted terms are abrogated;
4. Are restricted to specific applicants;
5. Are awarded on either a discretionary basis through a competitive process or on the basis of a pre-determined formula;
6. Have obligatory conditions and standards which must be met; and
7. Have reporting requirements.

A Grant or Program Manager is a responsible employee appointed to manage each sponsored project. The grant or program manager may or may not function as the sponsored projects official principal investigator (PI) or Project/Program Director (PD).

A Personnel Activity Report records time and effort devoted to a particular sponsored project by an individual. Such reports are generally prepared by the Business Office for certification by the employee or their supervisor. They are usually presented on either a quarterly or semi-annual basis.

A Principal Investigator (PI) or Project/Program Director (PD) is the person who takes direct responsibility for the completion of an externally funded sponsored project. For some federal agencies and research universities, the terms "PI" and "PD" are used interchangeably to refer to the leader of a project. However, as per Research.gov, the term "PI" generally is used in research projects, while the term "PD" generally is used in other projects. For CCC, the terms "PI" and "PD" may be used interchangeably.

In coordination with the CCC Grant Coordinator and/or Grants Accountant, the PI or PD reports directly to the funding agency and is responsible and accountable for the proper conduct of the project or program, including the submission of all required reports.

In addition to other responsibilities, the PI/PD is expected to comply with all government, sponsor, and CCC policies, procedures, and regulations; maintain fiscal stewardship of sponsored funds; and ensure completion of the programmatic work.

**Procedure**

All CCC Letters of Intent, Support, Collaboration, Commitment, etc., which are to be submitted to external partners/sponsors/funding agencies, need to be signed by either the CCC President or an authorized

representative of the CCC President during the CCC President's absence.

All proposals, applications, and other requests for external funds must demonstrate support of the College's Mission and Strategic Plan.

The sustainability of externally funded programs, projects, or purchases after the funding period has ended is a critical decision-making factor in determining which applications and proposals will be approved.

The feasibility of the required program outcomes and timelines will be critically evaluated when determining which applications and proposals will be approved for completion and submission.

College faculty and staff are encouraged to investigate funding opportunities or ideas for funded programs, projects, or purchases. If a faculty or staff member finds, or is informed of, a funding opportunity that is of interest to them, the following steps should be taken:

1. The faculty or staff member presents the funding opportunity to their immediate supervisor for approval.
2. If the supervisor agrees that the funding opportunity can be pursued, the faculty or staff member should then notify the CCC Grant Coordinator about their interest in the funding opportunity.
3. The Grant Coordinator will then determine if CCC is eligible for the funding opportunity and whether there is adequate time to complete a successful and competitive proposal.
4. If this criterion is met, with the Grant Coordinator's assistance, the faculty or staff member can then proceed with creating and routing a CCC Sponsored Projects Proposal Form for the additional applicable approvals.

If the externally funded project/program will involve research or live human subjects/participants, the lead applicant must first communicate its intent to CCC's Office of Institutional Research for review and coordination using the Intent to Research Application Form found at <https://www.coconino.edu/research-integrity>. This includes (a) research, (b) research-related activities, and (c) training projects that have a research component. If you are unsure about whether or not a project/program qualifies as research involving living human subjects/participants meeting the criteria listed at <https://www.coconino.edu/research-integrity>, submit the Intent to Research Form, and the Office of Institutional Research will follow up with you.

A CCC Sponsored Projects Proposal Form will be completed and fully approved for all externally funded requests before an application is submitted to an external funding source. The request will include a detailed proposed budget, and any College match requirements will be clearly identified on the CCC Sponsored Projects Proposal Form. The completed and fully signed CCC Sponsored Projects Proposal Form should be submitted to the CCC Grant Coordinator at least 14 days prior to the funding source's submission deadline, and a complete proposal/application package should be submitted to the CCC Grant Coordinator at least four business days before the funding source's submission deadline.

Review and approval of the CCC Sponsored Projects Proposal Form must include someone from the Grants Accounting Department, the Executive Vice President, and the College President. Other approvals may be required, including:

1. Human Resources: required for new job descriptions that do not currently exist at CCC.
2. Facilities: required for all requests that include staffing and/or special space, or alterations of existing space, rooms, buildings, etc., owned by CCC.
3. ITS: required for all requests that include technology purchases.
4. CCC Foundation: required if the request is to be submitted by or on behalf of the CCC Foundation.

Requests for funding of \$20,000 or less may be submitted using the CCC Sponsored Projects Proposal Short Form. The CCC Sponsored Projects Proposal Long Form must be used for requests for funding of more than

\$20,000.

To ensure that the application contains accurate information about the College and adheres to the funding agency's program guidelines, any statistical data about the College included in a proposal needs to be vetted by Finance and/or Institutional Research, depending upon the type of data.

If an external funding source requires an application for funding to be submitted by a non-profit entity, the College President may request the cooperation and assistance of the Coconino Community College Foundation or another non-profit entity in preparing the application. All requests made by the College Foundation, where funds will be expended by the College, must receive approval in advance using the CCC Sponsored Projects Proposal Form.

**References**

None

**Procedure History**

03/23/2011 New and Adopted by College Council  
09/11/2019 Revised and Adopted by Executive Leadership Council  
10/29/2025 Revised and Adopted by President's Cabinet

**Legal Review**

None