



Procedure 206-02 Sponsor Projects Management (formerly Grant Management) **Sponsor: Business and Administrative Services**

Purpose

The purpose of this procedure is to outline the roles and responsibilities required for the management and compliance of externally funded sponsored projects.

Definitions

Sponsored Project: An activity that is sponsored, or funded, by an external organization, such as a federal, state, or private organization or agency which involves a grant, contract, cooperative agreement, subaward, or other arrangement formalizing the transfer of money or property from a sponsor to CCC with the intent to either carry out a public purpose or provide a direct benefit to the sponsor. Sponsored projects are enforceable by law, and specified objectives or aims are usually accomplished within a specified time frame, with payment being subject to revocation. Such agreements or arrangements are made between the funding agency and the College. Only College representatives authorized to sign such agreements may sign them.

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

Principal Investigator (PI) or Project/Program Director (PD): A person who takes direct responsibility for the completion of an externally funded 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 Grant 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.

Procedure

A responsible employee will be appointed as the grant or program manager for each sponsored project. Grant or program managers will be supervised by a CCC employee in an administrative position. The grant or program manager may function as the sponsored project's official PI/PD but not always.

Copies of sponsored project applications, reports, contracts, and official correspondence are filed with and maintained in the Business Office for purposes of internal and external audit.

All funds received through grants, contracts, cooperative agreements, sub-awards, or other arrangements with external funding agencies, organizations, or persons must be expended, managed, and accounted for following established College policies and procedures.

Each sponsored project will have a budget, and actual outlays for each grant will be periodically compared to budgeted amounts. Budget reports are prepared by the Business Office and reviewed by the grant manager. The grant manager will review these reports and investigate discrepancies.

All expenditures for sponsored projects will be supported by adequate documentation.

Employees hired and paid via sponsored projects are considered conditional employees of the College. Their employment may be based on the availability of third-party funding and employment may be terminated if third-party funding is no longer available. These employees must follow all College procedures and are eligible for the same benefits as other College employees. If a sponsored project is not able to reimburse expenses for specific benefits, those benefits may not be offered to sponsored project employees.

Purchases using sponsored project funds that are considered equipment due to sponsored project and/or College equipment and capital asset definitions will be uniquely identified as sponsored project equipment. Equipment records will be maintained by the grant manager, and periodic audits will be conducted to locate equipment. The grant or program manager will follow all required equipment acquisition, tracking, and disposal guidelines required by the external funding agency.

Requests for reimbursement from an external funding agency and other sponsored project reports will be reviewed for accuracy and completeness and approved by the grant or program manager before they are submitted to the agency.

Responsibilities of grant or program managers:

1. Ensure College compliance in expending funds only for allowable costs, as identified by the external funding agency.
2. Notify their supervisor and the Business Office as soon as changes are made to a sponsored project.
3. Review and approve budget reports and requests for reimbursement.
4. Maintain records of program expenditures, official correspondence, awards, and other documentation that may be required by the external funding agency and ensure copies are provided to the College Business Office for internal and external audit.
5. Ensure adequate records for time and effort are being actively maintained.
6. Report the results of program performance to external funding agencies as required by the external funding agencies.
7. Maintain equipment records and ensure proper equipment audit and disposal as required by the external funding agency.

References

Arizona Office of the Auditor General Uniform System of Accounting and Financial Reporting for Arizona Community College Districts
Uniform Guidance 2CFR-200

Procedure History

03/23/2011 New (supersedes Procedure 206.1.1)
05/11/2011 Revised and Approved by College Council
09/11/2019 Revised and Approved by Executive Leadership Council
08/19/2024 Revised to align with 206-01 and approved by President's Cabinet

Legal Review

05/02/2011