



COLUMBUS STATE

COMMUNITY COLLEGE

Grants Administration Manual

Pre-Award Development Services and
Post-Award Management Services

COLUMBUS STATE

GRANTS OFFICE

Procedures for Pre-Award Development Services

	Page
1.0 Context of Grants Development at Columbus State Community College.....	1
2.0 Relationship with the Foundation and Center for Workforce Development	2
3.0 Pre-award Procedures	2
3.1 Grant Planning Process.....	2
3.2 Cost Principles for Developing Budgets	3
3.3 Allowable and Unallowable Costs	3
3.4 Cost Sharing	5
3.5 Procedures for Developing Line Item Budgets on Sponsored Programs	6
3.5.1 Personnel Costs.....	6
3.5.2 Fringe Benefits.....	8
3.5.3 Indirect Costs	8
3.5.4 Travel Costs	10
3.5.5 Meeting Costs	10
3.5.6 Equipment Costs	10
3.5.7 Materials and Supply Costs	11
3.5.8 Consultant Costs	11
3.5.9 External Evaluators.....	14
3.5.10 Publication Costs	14
3.5.11 Participant Support Costs.....	15
3.5.12 Sub-awards with Colleges, Universities, and other Partners	15
3.5.13 Scholarships and Financial Aid.....	17
3.5.14 Other Costs	17

COLUMBUS STATE

GRANTS OFFICE

Procedures for Post-award Management Services

	Page
1.0 Post-award Overview	1
2.0 Budget Negotiations.....	2
3.0 Award Notification	2
4.0 Sub-award Agreements with Other Prime Contactors	3
5.0 Project Launch	3
6.0 Roles and Responsibilities of Project Staff.....	3
6.1 Principal Investigator.....	3
6.2 Approvals Required by Principal Investigator	5
6.3 Project Coordinator	6
6.4 Project Leader Orientation Training.....	7
6.5 Other Members of the Core Project Team.....	8
7.0 Business Management	8
7.1 Relevant Accounting Terms	11
7.2 Project Accounts.....	12
7.3 First Step in Business Management	14
7.4 Monitoring Spending.....	15
8.0 Allowable and Unallowable Direct Costs.....	16
9.0 Grant Budget Modifications and Transfers.....	23
10.0 Modifications in Project Scope, Objectives, and Key Personnel.....	24
10.1 Budget Transfer Projects or to the General Fund.....	24
10.2 Cost Overages.....	24
11.0 Program Income.....	24
12.0 Project Staffing	25
12.1 Reassigning Existing Staff	25
12.2 Reassigning Existing Faculty	25
12.3 Hiring New College Employees	25
12.4 Time and Effort Reporting	26

	Page
13.0 Project Operations.....	26
13.1 Procurement Processes	26
13.2 Requisitions/Invoicing.....	27
13.3 Contracting	27
13.4 Making Facilities Requests.....	30
13.5 Obtaining Office Space	30
13.6 Obtaining Office Keys.....	30
13.7 Obtaining a Parking Permit	31
13.8 Setting up Office Telecommunication.....	31
13.9 Purchasing Computers and Printers.....	31
13.10 Getting a Columbus State Community College Cougar ID Card.....	31
13.11 Obtaining Business Cards and Stationery	32
13.12 Making Photocopies	32
13.13 Handling Postage and Shipping.....	32
13.14 Making Purchases at the Columbus State Bookstore	32
13.15 Obtaining Participation Incentives	32
13.16 Making Travel Arrangements.....	33
13.17 Managing Project Communications	33
13.18 Holding On-campus Special Events	34
13.19 Purchasing Bus Passes.....	34
13.20 Obtaining Campus Parking Permits for Visitors	34
13.21 Obtaining Student ID's for Noncredit (but grant Funded Students.....	34
13.22 How to Arrange for a Third-Party Payment for Course Enrollment	35
13.23 Credit cards, Pre-paid VISA Cards and/or Gift Cards.....	35
14.0 Project Reports.....	37
14.1 Performance Report.....	37
14.2 External Evaluator Report	37
14.3 Financial Reports.....	38
14.4 Grants Office Reports.....	38
15.0 No-cost Extensions	38
16.0 Institutional Review Board for the Protection of Human Subjects.....	38
17.0 Managing Financial Conflicts of Interest and Research Misconduct	39
17.1 Grants Conflict of Interest	39
17.2 Financial Conflict of Interest.....	39
17.2 Nepotism	39
17.3 Responsible Conduct in Research	40
18.0 Grant Termination.....	41
19.0 Records Retention.....	43
20.0 Contact Information	44
21.0 Key Agency Websites.....	45