THE SCC OFFICE OF INSTITUTIONAL DEVELOPMENT

Guide to Grants and Contracts

March, 2016

OFFICE OF INSTITUTIONAL DEVELOPMENT

GRANTS AND CONTRACTS

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A Step-By-Step Guide to Grant & Contract Development

The Office of Institutional Development is your comprehensive resource for the development of grant or contract proposals. From the time you develop your idea to the administration and close-out of your award, services are available to assist you every step of the way.

Your Step-by-Step Guide:

(1) Assess the need and develop your project idea.*

(2) Draft a basic outline of your project idea or take a look at other similar projects to better formulate your plans.

(3) Identify your funding source or request funding search assistance. **

(4) Complete a **Proposed Grant Project/Program Form** and submit it to your immediate supervisor. *Institutional approval is required prior to the submission of all grant and contract proposals or paperwork- see SCC Policy 3.03.04 attached.*

(5) Upon approval of your project/program plan, meet with the Executive Director of Institutional Development, Lynda Parlett, to discuss your proposal and what you need for your application. Ms. Parlett can assist with everything from finding funding to writing the proposal!

(6) Develop your proposal (or assist Lynda with developing your proposal) according to all sponsor guidelines and work with our grants accountant in the development of your budget to ensure it is in compliance with all financial regulations.

(7) If your project involves Human Subjects (are you conducting surveys, interviews, experimental and control groups, etc.?), you may need to request a review of your plan by our Institutional Review Board prior to submission of your proposal.

(8) The Office of Institutional Development will submit your proposal to the sponsor agency.

(9) **Upon Award**: When you receive your award notice, Ms. Parlett will schedule a meeting with you including the Business Office to discuss the information contained in the terms of your award, the project reporting requirements and schedule, any special compliance requirements, how to establish your project fund account and make expenditures from that account and, the support services that you can expect to receive throughout the life of your project. (The President and CFO must sign award documents.)

(10) Your project information will be entered into our grants management system *AmpliFund* which will assist you with keeping your project on task, achieving and reporting your deliverables and storing documents. You will receive training and a user id for the system.

(*If you are in the early stages of considering a project idea and want to discuss it before proceeding to the outline stage of development, please feel free to call Lynda Parlett to schedule a meeting. She will be glad to meet with you to listen, brainstorm, and provide sample proposals or other assistance. **There are tools available to search for funding resources in the Office of Institutional Development. Lynda Parlett and Casey Deakins are glad to assist you with a search for funding utilizing these tools. Just call or e-mail to discuss your needs!)

Important Information to Know

Why sponsors provide grant monies: The reason any sponsor is willing to pay for projects is to meet their own needs or to fulfill their mission. Whether the Office of Institutional Development conducts your funding search or you strike out on your own, as you begin your quest for funding, examine the components of your project and the mission or need statements of the sponsor for the best fit. If your project meets the sponsor's needs, you are much more likely to be successful.

Sources of funding: These may include government (local, state and federal), foundations, corporations and special interest organizations. The Office of Institutional Development has access to an online database of foundation, state and federal funding sources***.***

Regulations: Grants and contracts are governed by numerous onerous regulations (read "red tape") but they are manageable if you have an experienced professional to assist you and you do- with our Office of Institutional Development. Even if you are a seasoned grant director or principal investigator and don't need help with proposal development, **contact Lynda early anyway** to let her know that you intend to apply for a specific program, whether it is a grant or contract, and the deadline date. She can provide you with updates of institutional policies, federal, state and sponsor regulations about which you need to be aware prior to submission of your proposal. And, since every proposal must receive institutional approval, she will also help to shepherd yours through the process.

Read Grant and Contract Guidelines Carefully**:** If the program to which you wish to apply requires a ***Cost Share or Match***, you **must** receive approval from your Supervisor/Department Chair, Dean and the Vice President for Finance and Administrative Services as well as the Cabinet for the commitment of College resources *prior to submission*. If in doubt regarding what the guidelines mean, Lynda Parlett can assist you with deciphering all of the "grant-speak."

Prep Work: Before you start working on your project, you'll want to do your homework to find out if what you propose has already been done, if the sponsor has an interest in funding this kind of project and/or if there are potential partners or consultants who have received funding for similar work.

Submissions: Some grant programs/sponsors limit the number of applications from individual institutions (limited submission policy or practice) and/or PI's so it is critical that the Office of Institutional Development be made aware of everyone who intends to apply for a grant or contract well ahead of the submission date. Why is this important? If we submit more proposals than a program allows, the sponsor can reject all proposals from Southwestern without review. Additionally, submissions are frequently via an electronic system or online forms so the verification of institutional approval and compliance required by the sponsor must be entered by an authorized individual. It is equally important that you start the development process well ahead of time in order to receive institutional approval to proceed and to have

sufficient time to prepare a competitive proposal. *Keep in mind that all grants and contracts must receive institutional approval prior to submission per SCC Policy 3.03.04!*

Writing the Proposal: You don't have to write like Shakespeare to win a grant award. What makes the biggest difference is following the sponsor guidelines precisely and proofreading. There are also a few "tried and true" tips and strategies Lynda Parlett can share with you that can help you become successful. Contact Lynda ext. 4265, l_parlett@southwesterncc.edu when you're ready to get started.

Human Subjects Institutional Review Board (IRB): The Institutional Review Board (IRB) reviews research protocols, modify/approve protocols, ensure/waive informed consent, and conduct continuing reviews of ongoing research on behalf of the institution. All research/projects conducted with human subjects by Southwestern faculty, staff, and students is subject to IRB review. Please note that the IRB approval process may take some time so you are encouraged to submit your request as soon as possible. See the Faculty Handbook for further information.

***Contracts and Subcontracts*:** A contract is a legally binding document that serves as a procurement mechanism to acquire property or services for direct benefit or use of the sponsor. The idea originates with the sponsor. Contracts entail specific obligations, and define specific details of the legal relationship between both the funding agency/sponsor and recipient. Contracts are a more restrictive mechanism for securing services than grants and may specify penalties for non-performance. Contracts may be awarded for research, assessment, specific work performance, instruction, training, and/or similar activities. A contract proposal generally includes a description of the project called the Scope of Work, a budget, the timeline for the work and the proposed reporting mechanism. Your work on a contract is included in your total Time and Effort calculation just like a grant. *And, just like a grant proposal, you must receive institutional approval prior to submission.*

Grants and Contracts FAQ

<u>Release Time, Time and Effort Questions</u>:

Q: How do you calculate course buy-out for grants? When is it okay for a faculty member to buy-out time for a project or program? How do you calculate faculty release time?

A: Contact the Office of Institutional Development before any calculations are included in your proposal. Any buy-outs of courses and/or release time must be approved by your department chair and dean- calculations may be handled within your department.

Q: What is "Effort" on a grant or contract?

A: Effort is the percentage of time engaged in particular Work-Related Activities such as grant or contract-sponsored projects, instruction, proposal preparation, or other administrative duties. Effort is not based on a 40-hour work week, but it is calculated as a percentage based on the total time spent on work-related duties for a specific period of time. (Note: Effort cannot total more than 100% for any reason.)

Q: What is Effort Reporting?

A: Effort Reporting is the mechanism used to provide a sponsoring agency with a reasonable assurance that salaries charged and/or cost shared to a grant or contract-funded project are appropriate and reflect a reasonable estimation of the actual time engaged in project activities (relative to the individual's total activities performed for the College). It is ***the*** most audited area of grant activity and, therefore, ***the*** most important to report accurately when developing proposals as well as reporting on grants.

<u>Budget Questions</u>:

Q: What is the F&A Cost (also referred to as Indirect Cost) Rate?

A: The F&A (facilities and administrative) rate is a method that the federal government has implemented to help reimburse many types of routine, but at times unrecognized, costs that

support a project. These costs are difficult to assign to a grant budget with precision as are the more obvious "direct" costs, or without significant accounting processes (and additional costs) to administer. Electricity, for example, to support research in a lab, would not be feasible to charge as a direct cost to each project that may be undertaken in the lab. Access to the building, furnishings, cleaning and maintenance of the building, utilities for the building, payroll for support personnel, general equipment, etc. all provide support to sponsored projects, yet being able to charge those specifically and individually to grant projects as opposed to the other activities that occur within College facilities is simply not feasible so we “recover” indirect costs through our grant budgets in every instance in which it is allowed. The F&A/Indirect rate is, thus far, the most practical method of recovering the cost to the College of providing space and services for projects and programs.

Q: What is the current F&A/Indirect Cost Rate?

A: The F&A (facilities and administrative) rate is based on an agreement with Southwestern’s cognizant federal agency, the Department of Health and Human Services. The current F&A Rate Agreement is valid through June, 2016. Projects that will take place on-campus may charge 35% of total direct costs excluding capital expenditures (building, individual items of equipment, alterations and renovations), and that portion of each subaward in excess of $25,000, while off-campus projects may charge 20%.

Q: Why must my proposal budget include F&A on Subawards?

A: Not all costs related to subcontracts are borne by the subcontractor. Southwestern has to negotiate the terms of the subcontract, monitor any flow-down provisions, and ensure that the College is covered legally.

Q: Are Participant Support Costs excluded from F&A cost calculations?

A: When preparing proposal budget/financial plans, several budget categories are excluded when arriving at the base amount to which the appropriate F&A rate is applied. Please ask the Office of Institutional Development for assistance.

Q: When can faculty release time be counted as cost sharing? What determines when faculty release time can and cannot be included in the grant or cost sharing?

A: Refer to the sponsor’s announcement or guidelines to determine requirements regarding

cost sharing. Unless cost sharing is required by the sponsor's announcement, most federal agencies *do not allow* or expect the College to volunteer cost sharing of faculty release time, or other items for cost sharing.

Q: What is Modified Total Direct Cost?

A: Modified Total Direct Cost (MTDC) is determined by subtracting the cost of equipment and subcontract amounts over $25,000 from the total direct costs to determine the F&A base, to which the applicable F&A rate is applied.

Q: How do I calculate the F&A on subcontracts?

A: F&A costs are calculated on the first $25,000 of each subcontract.

Q: Can general office supplies, i.e. telephone, paper, toner, clerical assistance, etc., be included as "supplies" on grants? It has always been my understanding that these costs are the price of doing business and should come from the indirect cost. Which is correct?

A: Not usually. Office supplies (pens, paper, notebooks, clips, stamps, envelopes, ink cartridges/copying toner, local telephone service, even clerical duties, etc.) are those costs that are incurred for usual activities of the College and, therefore, cannot be identified readily and specifically with a particular sponsored project. While one can easily recognize that a notepad might be "needed" for a project, it cannot be tracked and reported separately from routine use. Therefore, the federal cost principles expect the College to absorb these charges by unrestricted operational accounts and recover those costs through the Indirect Cost (F&A) reimbursement process. This expectation holds true even where in some cases the federal sponsor imposes F&A rate restrictions on certain grant programs.

The F&A recovery process generates funds for the College as the sponsored projects are invoiced. These funds "replenish" the departmental (State) funded accounts from which the supplies, services, and clerical support were depleted in support of the project. From this perspective, it should not be difficult to understand why the sponsor expects the College to be reimbursed by the F&A cost recovery process.

There are some exceptions. A major project requiring a full time clerical employee could possibly be an extraordinary circumstance, thus justifying the direct charging of clerical salaries

to the project. Other examples, are provided below.

• Projects that involve extensive data collection, analysis and entry, tabulation, cataloging, literature search and reporting.

• Projects that require the arrangements of travel and meetings for large numbers of participants, such as conferences and seminars.

• Projects in which the principle focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).

• Projects geographically inaccessible to normal departmental or administrative services, such as radio astronomy projects, and other field sites that are remote from campus.

• Individual projects requiring specific database management; individualized graphics or manuscript preparation; human study protocols; and multiple project-related director coordination and communications.

These examples are not exhaustive and each project can present unique challenges so you should work with the Office of Institutional Development closely in the development of your budget to insure that your costs are appropriately budgeted.

Q: What items should be included in the "equipment" section of the budget?

A: The College defines "equipment" as any tangible, nonexpendable property with an acquisition cost of $1,000 or more per unit. The federal government and other sponsors may define the equipment threshold differently so please be alert for such differences before entering them into your proposal budget.

Q: What is "cost share"? Is the requirement for cost sharing and the amount required always established by the sponsor?

A: There are two terms, "matching" and "cost sharing," that are often used interchangeably. "Cost Sharing/matching" is used when the sponsor has specified a particular dollar to dollar (or ratio) requirement which you are to supply for the grant project from other sources in order to receive the sponsor funding, i.e., the sponsor has essentially established what the applicant will share. "Cost sharing/matching" therefore refers to any portion of the project's costs not borne by the sponsor. *If your project requires cost sharing or matching, please contact Lynda Parlett.*

Award Set Up and Management Questions:

Q. I have received a Notice of Award, now what happens?

A. Receiving your fully executed award document from the Office of Institutional Development indicates that a meeting will be scheduled with you to discuss how to manage your award funds. After that meeting is held, your award account will be set up by Business Services.

Q. When will my project account be set up?

A. Project accounts are created by Business Services after receiving fully executed award documents from the Office of Institutional Development. Sometimes the terms of the award must be negotiated between the College and the sponsoring agency so it may take several weeks from the time you receive notice of the award to the actual execution of the signed award documents. You will be kept informed of this process.

Q. Who is responsible for reporting to the grant sponsor?

A. Narrative reports of project progress are the responsibility of the project/program director while financial reports will be submitted by Business Services. As the project/program director, you must maintain meticulous records of your activities as well as expenditures for the purposes of reporting as well as in the event of program or financial audits. The Office of Institutional Development and Business Services will assist you with establishing recordkeeping methods via our AmpliFund grant management system and with the preparation and submission of reports.

If you have any questions at any time, please contact Lynda Parlett in the Office of Institutional Development, extension 4265, l_parlett@southwesterncc.edu

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE **RESOURCE DEVELOPMENT STRATEGIES / GIFT ACCEPTANCE**	Policy 3.03.04

Introduction and Purpose

Southwestern Community College maintains a resource development strategies that are directly related to the College's vision, mission, and goals.

The reason for a unified approach to resource development strategies is to: understand the College's resource; detect and anticipate promising growth opportunities for the College; develop and maintain positive relationships important to the College; identify and capture external resources to advance College activities; and manage external resources in an effective and responsible manner. To be most effective, these efforts must be carefully coordinated to serve the College's best interests. The following guidelines govern the various activities involved in securing internal and external resources. They address the planning, promotion, solicitation, acceptance, rejection, receipt, management, reporting, use and disposition of gifts and grants to the College.

A. Responsibility

The President ultimately controls and coordinates efforts to secure external resources for the College. The President shall work with his or her designees and the Southwestern Community College Foundation to achieve the College's resource development goals.

B. General Guidelines

1. The College shall seek gifts and grants for the implementation and support of accepted programs which are consistent with the College's mission, goals, purposes and services and deemed consistent with the laws, regulations, and policies of the State of North Carolina and the federal government.

2. All resource development activities shall be conducted with a view toward maximizing the College's philanthropic potential with each constituency–individual, civic organization, business, industry, foundation, government agency, etc. To achieve this, the President, his or her designees and the Southwestern Community College Foundation will work together to integrate and coordinate activities.

3. The complexity of laws governing gifts makes it necessary that all solicitation and acceptance or rejection of gifts be coordinated with the President and/or the Director of the Foundation.

   The President may decline any gift that is determined not to further the mission of the College, is given for an illegal or discriminatory reason, or if the costs associated with the acceptance would outweigh any benefit of the gift.

4. Gifts and grants sought by and received for the College's benefit may be, but are not limited to, one or more of the following forms:

    a) cash from individuals, corporate entities or organizations providing grants and contracts;

    b) stocks, bonds, or other negotiable instruments;

    c) real property;

    d) gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and

    e) annuities and life insurance.

5. No individual or unit of the College shall solicit gifts or grants in the name of or on behalf of the College until and unless authorized to do so by the President or his/her designees.

6. All requests for gifts or grants shall be sought and accepted or rejected using ethical business, professional, and philanthropic promotional practices to avoid any real or apparent conflicts of interest in present or future relationships, and ensure that all donors and granting entities are treated fairly and equitably.

7. All gift documents, grant agreements, and contracts related to external resource awards may be reviewed by an attorney for proper legal form and acceptable protection of the College's interests.

8. No College personnel shall benefit personally through commission or other benefits that may be related to any gifts or grants received by the College.

9. All financial transactions related to gifts and grants received by the College shall be audited annually by an external auditor. In addition, the College will make financial records available for audit upon request by the sponsoring donor or granting entity.

C. Gifts

The President will use his/her best efforts to ensure that all gifts to, or for the use of, the College are structured to provide the maximum benefit to the College. Because of the complexity of some gifts, this section is to establish standards indict to evaluate potential gifts to the College.

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE **RESOURCE DEVELOPMENT STRATEGIES / GIFT ACCEPTANCE**	Policy 3.03.04

1. The College seeks gifts as appropriate from a wide variety of donors including business, industry, foundations, civic organizations, college employees, alumni and other individuals. Gifts from these entities may take, but are not limited to, one or more of the following forms:

    a) cash;

    b) stocks, bonds, or other negotiable instruments;

    c) real property;

    d) gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.; and

    e) annuities and life insurance.

2. The President and his or her designees, shall be responsible for all activities related to gifts, such as: seeking, receiving, acknowledging, managing, accounting for, and using gifts in accordance with the purpose designated by the sponsoring donor.

3. Donors may sometimes designate how a gift is to be used by the College. The generally-accepted categories of gifts are as follows:

    A. Unrestricted. These gifts may be applied by the College in any manner deemed best for the College.

    B. Restricted. These gifts must be used for the designated purpose, such as to provide student scholarships, establish endowed scholarships, purchase library materials, etc. The College shall not accept gifts with discriminatory or illegal restrictions.

    C. Deferred/Planned. These gifts provide the College benefits in the future including but not limited to such forms as annuities or life insurance. Proceeds from deferred or planned giving may be unrestricted or restricted as the donor may stipulate.

    The Southwestern Community College Foundation has established other standards regarding gift solicitation, acceptance and donor stewardship not inconsistent with those set forth herein.

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE **RESOURCE DEVELOPMENT STRATEGIES / GIFT ACCEPTANCE**	Policy 3.03.04

D. Grants & Contracts

1. Grants and contracts are available to support the College's work from a number of sources, both public and private, to fund a variety of programs and purposes. Awards from these sources may take, but are not limited to, one or more of the following forms: cash; equipment, supplies, software; and other goods and services.

2. The Executive Director of Institutional Development, together with the President and his or her designees, shall be responsible for all pre-award activities related to grants and contracts, such as: idea development; prospect research; proposal development and submission; term negotiation; award acknowledgment; and project launch.

3. The College may engage in grant seeking activities on its own behalf, through the Southwestern Community College Foundation, as a partner with one or more external organizations, on the behalf of an external organization, or as a sub-contractor. All such grant seeking activities shall be approved by the President or his or her designee.

4. The College may choose to support the grant seeking activities of an external organization with a letter of support, a letter of commitment, a Memorandum of Understanding, or other document. All such gestures of support shall be approved by the President and/or his or her designee.

5. All direct and indirect costs related to grants and contracts should be recovered to the fullest extent possible. Any request to waive or redirect otherwise available indirect costs on a project will be submitted to the President in writing for consideration.

6. Various grants and contracts may require a cash/in-kind match or sustainability commitment on behalf of the College. All such commitment shall be approved by the President and/or his or her designee.

7. The Board of Trustees delegates to the President the authority to execute all contracts, grant applications and awards presented in the name of the Board of Trustees.

8. The Business Office and the Office of Institutional Development, together with the President and his or her designee(s), shall be responsible for all post-award activities related to grants and contracts, such as: fund establishment; fiscal management of resources; programmatic oversight with project directors; monitoring deliverables; personnel and purchasing

processes; compliance with grantor and College regulations, policies, and procedures; grantor recognition and communication; records retainage; and other activities. All post-award financial activities will be conducted according to generally accepted accounting practices.

9. The Business Office exercises fiscal control of all externally funded grants, contracts and other sponsored programs. Separate accounts are established for each grant, contract or sponsored program. Financial statements are prepared according to generally accepted accounting practices. Purchasing and contracting subordinate to grants will be conducted to meet the sponsoring agencies guidelines, but always meeting the requirements of North Carolina's purchasing and contract policies.

Adopted: October 2005

Revised: April 28, 2015

SAMPLE BUDGETS

SAMPLE U.S. DEPARTMENT OF EDUCATION BUDGET

U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS

OMB Number: 1894-0008
Expiration Date: 04/30/2014

Name of Institution/Organization: Southwestern Community College

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	176,513.00					176,513.00
2. Fringe Benefits	61,537.00					61,537.00
3. Travel	3,538.00					3,538.00
4. Equipment	0.00					0.00
5. Supplies	5,079.00					5,079.00
6. Contractual	0.00					0.00
7. Construction	0.00					0.00
8. Other	750.00					750.00
9. Total Direct Costs (lines 1-8)	247,417.00					247,417.00
10. Indirect Costs*	19,793.00					19,793.00
11. Training Stipends	10,000.00					10,000.00
12. Total Costs (lines 9-11)	277,210.00					277,210.00

***Indirect Cost Information** *(To Be Completed by Your Business Office):*

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? [X] Yes [ ] No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2012 To: 06/30/2016 (mm/dd/yyyy)

Approving Federal agency: [ ] ED [X] Other (please specify): U.S. Department of Health and Human Services

The Indirect Cost Rate is 35.00 %.

(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

[ ] Is included in your approved Indirect Cost Rate Agreement? or, [ ] Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is [ ] %.

ED Form No. 524

Southwestern Community College

Duke Energy
Community College Grant Program | Project Budget Template

Note: *There are two sections to this worksheet. The first includes project income and the second project expenses. Applicants must complete both sections.*

Total Project Income

Funding Sources	Amount	Funds Requested or Committed
Duke Energy Grant	$ 250,000.00	Requested
Southwestern Comm College	$ 162,171.00	Committed
	$ -	
	$ -	
Total Income	$ 412,171.00	

Total Project Expenses

Category	Total Amount	Amount Allocated from Duke Energy Grant
Instructors / trainers salaries	$ -	$ -
Electronics Engineering Technology Instructor	$ 89,685.00	$ -
Computer Engineering Technology Instructor	$ 59,974.00	
Electronics & Comp. Engineering Lab Assistant	$ 12,512.00	$ -
Curriculum development *(please specify)*	$ -	$ -
	$ -	$ -
Training certifications, licenses, credentials for trainees only *(please specify)*	$ -	$ -
	$ -	$ -
Equipment purchase: *shipping and installation included*	$ -	$ -
Advanced Networking for Manufacturing Process & Control	$ 28,000.00	$ 28,000.00
3D Printer System	$ 20,000.00	$ 20,000.00
MecLab Portable Training Systems (3)	$ 30,000.00	$ 30,000.00
MPS Line Training Station	$ 172,000.00	$ 172,000.00
Other costs	$ -	$ -
EET/CET PC Workstations for CAD/CAM Solidmodeling (10)	$ 15,000.00	
	$ -	$ -
Total Expenses	$ 427,171.00	$ 250,000.00

Supplies: **Description**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Total for Performance Period**
Laptops for loan to students without home access to computers/internet to enable classes, labs, gaming and virtual environment interactions at flexible hours to accommodate adult schedules. Includes secure tracking @ $1615 ea., 28 laptops Year 1	$45,220	$0	$0	$0	$45,220
Smart Pens for Instructors & Tutors, enabling audio/video recording of supplemental and classroom instruction that is saved to a PDF file, uploaded to the instructor's web page and accessible to all students in the class for practice, additional explanation and comprehension. Instructors can record responses to student's questions and e-mail the audio/video PDF file to the student. Students can save and play the files repeatedly for practice and mastery. 20 LiveScribe™ Smart Pens @ $150 each.	$3,000	$0	$0	$0	$3,000
1 Single wide Ancillary Medical Station - 45in high, 19in deep, 60.50 in arc shape. To replicate a clinical/triage station as found in a hospital for the simulation lab.	$1,173	$0	$0	$0	$1,173
1 Double wide Nursing Station-45in high, 19 in deep, semi-circle 121.15in arc shape. To replicate a nursing station as found in a hospital for the simulation lab.	$2,253	$0	$0	$0	$2,253
Tray Tables, Chairs and Bedside tables for simulated hospital rooms.	$1,520	$0	$0	$0	$1,520
Hospital/Examination Beds, Refurbished, 3, for the simulated hospital and clinical space in the simulation lab.	$7,797	$0	$0	$0	$7,797
ILNHC Advisory Council meeting supplies & refreshments- 18 attendees @ $10 ea. + $15.50 materials for 2 meetings annually	$391	$391	$0	$0	$782
Network staff Laptops necessary for site compliance monitoring, data collection from various portals and reporting	$4,845	$0	$0	$0	$4,845

FORM TO SUBMIT WHEN YOU WISH TO DEVELOP A GRANT OR CONTRACT

Proposed Grant Project/Program Form

Directions: ***This form should be completed by the individual who will be the project/program director.***

1. Refer to the attached step-by-step instructions for details on developing proposals.
2. Please provide the requested information in the spaces on both pages of this form.
3. Secure the necessary signatures.
4. Send the signed completed form to Lynda Parlett l_parlett@southwesterncc.edu or Office 188 in Balsam.

Please note: You should allow at least 30 days prior to deadline to seek approval and prepare a thorough, competitive grant proposal. You may begin the approval process at any time when you develop a project/program idea, even when a funding source has not yet been identified. If you plan to initiate the approval process with less than 30 days until the submission deadline, please contact Lynda Parlett right away at extension 4265.

Project/Program Director Name: _____

Department/Office: _____

Describe the need for your project/program briefly in the space provided (how will it benefit students/program/institution?): _____

_____

_____

Have you identified a funding agency/organization? ○ Yes ○ No ○ I need assistance finding funding

If you answered Yes above, please provide the complete application guidelines by attaching them or forwarding the web site address

The funding agency/organization is _____ and Deadline is _____

Will Southwestern be the lead organization on this project/program or a partner? _____

If a partner, who will be the lead? _____

Who are the additional partners on this project/program? _____

What is the time period needed for the project/program? ○ One Year ○ Two Years ○ Three Years ○ Four +

How much funding will be needed to carry out your proposed project/program? $_____

Will this grant request cover the total budget? ☐ Yes ☐ No ☐ I don't know yet

If not, have you identified the sources of the other funds needed? ☐ Yes ☐ No _____
Name of Source(s)

Do you need assistance writing the grant? ☐ Yes ☐ No

Please respond to the following:

Needed for Project/Program?	**Yes**	**No**	**Don't Know**
Project/Program Director release time?			
Project/Program Director salary?			
Additional faculty for release and/or compensation?			
Additional full time or part time personnel?			
Contracts with individuals, businesses or organizations for services or products?			
Student workers, interns or researchers who will be paid?			
Use of facility space on campus that will require modification?			
Purchase of equipment priced more than $5,000?			
Purchase or rental of vehicles?			
Purchase, installation or use of computer/IT technology?			
Research involving human subjects including surveys, interviews or questionnaires?			
Travel beyond the College service area?			
Will the project/program require College funding after the grant funding period?			
Will the new personnel continue after the grant funding period?			

Signatures Required for Approval of Proposed Project/Program

The Project/Program Director should sign and date below before securing the approval and signatures of his/her immediate supervisor and Dean. The Dean should then present it at the next weekly Dean's meeting for discussion before forwarding to Institutional Development.

Project/Program Director: _____ Date: _____

Upon receipt in the Office of Institutional Development, it will be presented at the next scheduled President's Cabinet meeting for final approval. In the event that there is limited time and/or no timely Cabinet meeting scheduled, the Executive Director will present the information directly to the President. Upon approval, the Executive Director will notify the Project/Program Director.

I, the undersigned, have reviewed the above and approve its development/submission.

Immediate Supervisor: _____ Date: _____

Dean: _____ Date: _____

Executive Vice President for Instruction
and Student Services: _____ Date: _____

Vice President for Financial & Admin Services _____ Date: _____

Executive Dir. of Institutional Development: _____ Date: _____

CONTACT INFORMATION

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