

**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE Grants Administration

POLICY CODE 8004 (page 1 of 2)

DATE ADOPTED October 16, 1991

DATE(S) REVIEWED February 2011

DATE(S) AMENDED March 2011

The Grants Administration Office advances SWIC's vision and mission by building and strengthening partnerships with the broader community and its stakeholders. Grants are non-entitlement awards from the public and private sectors.

Grants*, for the purpose of this policy**, refer to any new grants awarded after the adoption of this policy. Southwestern Illinois College, through the Grants Administration Office, seeks to further its mission by the expanding the following:

- faculty professional development
- relationships with both regional and national entities
- access to post secondary education
- quality of programming and instruction
- new program development
- student support services
- equipment upgrades
- capital improvements/projects

The Grants Administration Office will act as a resource in a collaborative effort with faculty, deans, administration, and the SWIC Foundation to coordinate and facilitate the identification of funding opportunities; development of grant proposals; and assist principal investigators/grant directors in their responsibilities in post-award compliance.

The SWIC Grants Administration Office is the centralized location through which all proposals (college and foundation) are processed and submitted. Grants Administration will maintain a process for orderly identification, review, approval and submission. A copy of all submitted proposals is stored in the Grants Administration Office.

SWIC recognizes four (4) distinct types of grant proposals. The development process for each type of proposal is outlined below.

1. New Grant proposals for awards greater than \$10,000 will be approved for submission by the Concept Review Council. The Council make up is as follows:
 - Grants Administrator acting as non-voting Chair
 - SWIC personnel selected by President's staff that includes 2 representatives from instruction, 1 representative student development and 2 representatives from community service.
 - A quorum of 3 is required to render legitimate actions voted on by the Council
 - Members will serve a two-year term.
 - Normally, the team will meet electronically and in an expeditious manner
2. Grant proposals for existing grant awards whose cycle has ended and renewal proposal significantly changes the programmatic approach from the past award will be treated as a New Grant proposal and will be approved by the Grant Concept Committee.
3. Grant proposals for awards of \$10,000 or less will be approved for development by the assigned Vice-President.

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4. Grant proposals for existing awards that is a continuation of the existing programmatic offerings will be approved by the Vice President.

The expenditures of federal and state funds must conform to agency/program guidelines and college policy.

*Grants awarded prior to this policy are administered under policies and practices prior to this policy statement.
**This policy does not apply to contract-for-sale business in the private-sector for entities such as Selsius™, and as such, is not included.