

## **Procedure III.3009.A.a, Grant Pre-Award**

### **Associated Policy**

Policy III.3009.A, Grants Management

### **Procedures**

The purpose of the Grant Pre-Award Procedure is to ensure that all submitted grant applications/proposals are developed with the approval of the San Jacinto Community College District (College) administration, are designed to meet recognized College strategic goals and/or community needs, and do not create a conflict with other funded or pending initiatives. Additionally, the procedure ensures that the College adopts and maintains compliance with Uniform Administrative Requirements for Federal Awards (2 C.F.R. 200) issued by U.S. Office of Management and Budget (OMB), follows all applicable laws, regulations, and requirements for all grant proposals, and applies proper administration and internal procedures to the grant development process.

A proposal formally seeking grant funding is a request to a funding agency from the College. The College's administration must approve the proposal, and then the Office of Grants Management (OGM) submits the proposal on behalf of the College. Proposals are submitted by and awards are granted to the College and not to individuals serving as a Grant Principal Investigator (PI) or Project Director (PD).

The OGM supports and works with the grant's PI or PD for the successful development and submission of grant proposals. The OGM is also responsible to ensure compliance with all applicable federal, state, or other funding agency specifications, program requirements, or individual Request for Proposal (RFP) procedures. The College charges the OGM to be cognizant of specific grant program budget restrictions, submission terms and conditions, grantor entity submission regulations, and College policies and procedures in the creation of grant proposal submissions. The OGM also supports and works with the San Jacinto College Foundation for the successful development and submission of scholarship and program proposals to grant agencies and foundations.

The OGM ensures that all submitted grant applications are developed with the approval of College administration and are designed to meet recognized College strategic goals and/or community needs. To ensure grant proposals do not create a conflict with other funded or pending initiatives, the OGM has established the following requirements:

- Grant initiatives, projects, collaborations, and other grant-related activities will be coordinated through the OGM;
- Faculty and staff developing a grant application will be responsible for obtaining the written approval of their leadership and submitting required forms to the OGM prior to development of a grant proposal/application.
- Upon approval of the pre-proposal grant initiation forms, OGM's Grants Development Team will assist College personnel with the preparation of grant proposals, will provide

technical assistance, and will ensure compliance with grant guidelines, requirements, internal procedures, and timelines.

- The Grant PI or PD will provide the OGM copies of relevant RFP documentation, proposal applications, application forms, and other pertinent correspondence for all grant applications to be submitted in the name of the College.

**Definitions**

**Grant Principal Investigator (PI)/Project Director (PD):** The person designated in a grant proposal as responsible for all grant project development, program and financial administration, facilitation, reporting, and outcomes assessment.

**The Office of Management and Budget (OMB):** The OMB serves the President of the United States in overseeing the implementation of his or her vision across the Executive Branch and oversees the performance of federal agencies and administers the federal budget.

**The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200):** The Uniform Guidance (2 C.F.R. 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.

---

Date of SLT Approval	April 22, 2021
Effective Date	June 7, 2021
Associated Policy	Policy III.3009.A, Grants Management
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Office of Grants Management

---