

Aims Community College Procedure
Administrative Services
Grants Funding

Purpose:

The Grants Office of Aims Community College is the designated office responsible for all grant related awards including development, proposal submission, award acceptance, management, and termination of external grant funding projects and programs.

This procedure provides steps for grant processes.

A. Grant Development

1. Grant development goals should be in line with the College's strategic plan, purpose, mission, vision, and values. Grant opportunities are developed and processed through the Grants Office.
2. The Grants Office is the liaison between funding sources and the College. To initiate consideration of a funding source or project, faculty and staff should contact the Grants Office at the onset of the process. This includes all requested Letters of Support.

B. Grant Management

1. The grant management process is initiated with the award notification and continues through the closeout phase of the grant.
2. The Grants Office staff will provide support and guidance to the grant project director and project team in meeting grant goals and objectives, including regulatory compliance of funding sources.
3. The Grants Office reviews and approves grant expenditures to ensure they are in compliance with all applicable federal and state laws, rules, and regulations, and Aims Community College policies and procedures.

C. Grant Records

1. Grant funding records are maintained and stored in accordance with applicable records management laws and respective grant agreements.

Adopted: College Council, February 13, 2023

Responsible Administrator: Vice President of Administrative Services