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## ASUN Operating Procedure – 1008

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### Operating Procedure Synopsis

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**Title:** Grants Application and Notification

**Approval Date/Revision Date(s):** 8/2019

**Review Date(s):**

**Executive Cabinet Liaison:** Chancellor

**Responsible Manager:** Grants Coordinator

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### A. Purpose and Scope

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This outlines the process for notifying appropriate staff when potential grants are identified and when grants for which the college has applied are awarded. Individuals involved in fulfilling the requirements of this operating procedure include the Grants Coordinator, Vice Chancellor for Finance and Administration, Operating Accountant and Departmental Deans.

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### B. Definitions

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### C. Procedures

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When an employee identifies a potential grant, they should send the grant to their respective Vice Chancellor and the Grants Coordinator. While the Chancellor and Executive Cabinet will ultimately decide which grants to pursue, all grant applications should be processed through the Grants Coordinator.

The Grants Coordinator shall:

1. Place the grant on a grant tracking sheet and notify the Chancellor;
2. Work in tandem with faculty and staff to complete grant applications;
3. Keep thorough records regarding all grant applications and the status of those applications;
4. Keep the Chancellor informed regarding the status of grant applications including due dates and expected decision dates;
5. Keep complete copies of all grant applications and changes made to any grant;
6. Assist in initial implementation of the grant award;
7. Provide those who are administering the grant timelines for reporting;
8. Track and review required reporting mechanisms to ensure processes are correctly followed;
9. Work with the Vice Chancellor/Departmental Deans administering the grant to request approval for changes within a grant;
10. Serve as a liaison with federal and state program officers; and
11. Assist with the conclusion of the grant cycle.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

The Operating Accountant shall:

1. Review the budget to be submitted with the grant;
2. Be responsible for financial reporting should ASUN be awarded a grant; and
3. Review all purchases to be made with grant funds.

The respective Vice Chancellor/Departmental Deans shall:

1. Work in tandem with the Grants Coordinator to complete grant applications;
2. Notify relevant faculty and staff when a grant is awarded;
3. Work with the Grants Coordinator and Operating Accountant to ensure proper administration of grant funds;
4. Work with the Grants Coordinator to request approval for changes within a grant; and
5. Provide annual updates to the Executive Cabinet regarding the status of the grant, grant expenditures, improvements made as a result of the grant, etc.

The Advancement Officer shall:

1. Assist in the preparation of grant applications as necessary; and
2. Send a “thank you” note when appropriate.

When a member of the ASUN faculty/staff receives notice that ASUN has been awarded OR has not been awarded a grant for which it applied, the following parties should be notified immediately:

1. Grants Coordinator;
2. Operating Accountant;
3. Advancement Officer;
4. Vice Chancellor and Departmental Deans over effected programs; and
5. Chancellor.

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#### **D. Related Information**

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