

**AP 4010 A - GRANTS & SPONSORED PROJECTS – STRUCTURE, ROLES
and RESPONSIBILITIES**

References:

Education Code Section 70902

Purpose

To augment funding received from the State of California, Riverside Community College District (RCCD) and its colleges pursue extramural funding through grants, contracts, and cooperative agreements, collectively known as Sponsored Projects, to support institutional efforts to achieve the vision, mission, goals and strategic priorities of the District and its colleges. This procedure outlines the structure by which the District and its colleges will pursue and manage extramural funding and the roles and responsibilities of the parties involved.

Definition

A Sponsored Project is defined as any project, service, or activity that receives extramural funding as a result of a written request. Sponsored projects include defined scope of work, specific objectives and outcomes, and a timeline for implementation, as well as the cost to carry out the project. These details serve as the basis for the sponsor's expectations.

A sponsored project may be supported by public or private sources through one of the following mechanisms:

- Grants (including grant-funded Subaward Agreements awarded by a Pass-Through Entity): A grant is a written proposal developed in response to a request for information solicited by a funder. It is generally competitive, but not always competitive. A grant is used to support a specific project conceived and proposed by the project director with minimal involvement and control by the sponsor. Grants generally contain fewer administrative requirements than other funding instruments.
- Cooperative Agreements: A cooperative agreement is a type of federal award that provides assistance to a particular project with substantial federal involvement throughout the life of the project.
- Other Revenue Generating Contracts: Other revenue-generating contracts are issued by sponsors to procure goods or services for their direct benefit. The goods or services procured are specifically defined in the request inviting bids or quotes. Many contracts provide for substantial sponsor involvement in the performance of the contracted activity. Contracts tend to be governed by fairly restrictive administrative requirements.

Organizational Structure

The District and its colleges pursue extramural funding through a three-pronged approach that includes distinct, yet integrated, functions at the District, the colleges and the RCCD Foundation. The following outlines the primary roles and responsibilities of each office.

Office of Grants and Sponsored Projects

- Identify, develop, and submit public grant proposals to support Districtwide initiatives and projects, as well as collaborative grant proposals that support more than one college
- Submit federal grant proposals through online submission systems, working collaboratively with the colleges to develop
- Provide writing and other support to the RCCD Foundation in the pursuit and management of privately funded sponsored projects
- Monitor and track the development and submission of sponsored project requests/proposals
- Work with project directors of District-level proposals to ensure that sponsored projects at the District level are making satisfactory progress toward project goals, objectives and activities and are spending their funds in a timely manner in compliance with local, state and/or federal policies and procedures.
- Serve as the project manager for District led sponsored projects as appropriate
- Communicate sponsored project outcomes to RCCD Board of Trustees
- Maintain files on all sponsored projects requests and awards submitted by and awarded to the District and its colleges
- Provide technical assistance and support to the colleges in grant development and management
- Offer training for faculty and staff interested in pursuing sponsored projects funding

College Grants Offices

- Identify and develop publicly funded sponsored project proposals to support college strategic initiatives
- Coordinate with the District office to submit all sponsored projects to private, local, state, and federal entities
- Coordinate with the RCCD Foundation to submit private grant proposals
- Monitor and track the submission and award of college requests to extramural sources
- Negotiate budgets as required, working in conjunction with project directors/project administrators
- Work with project staff and college Business offices to process new awards and prepare contract documents
- Help connect new project directors to available resources, including those available at the District office
- Communicate sponsored project outcomes to the college leadership and the Office of Grants and Sponsored Projects for reporting purposes and Districtwide tracking

RCCD Foundation

- Identify, develop, and submit funding requests to private sources to support District and college initiatives in collaboration with District and/or college grant personnel;

- Coordinate with the college Grants office to ensure private funding requests are reviewed and approved prior to submission;
- Monitor and track the development and submission of funding requests to private sources;
- Communicate private resource development outcomes to the RCCD Board of Trustees;
- Maintain files on privately funded sponsored projects;
- Provide technical assistance and support to the colleges as they pursue private grantmaking and extramural support;
- Work with project directors of privately-funded projects to ensure that they are making satisfactory progress toward project goals, objectives and activities and are spending their funds in a timely manner in compliance with the grant award agreement;
- Negotiate budgets with awarding agencies, working in conjunction with project directors/project administrators;
- Work with Grants and Sponsored Projects personnel, as well as college/District Business offices to process private grant awards that will be passed from the RCCD Foundation to the college/District

The Office of Grants and Sponsored Projects will develop and maintain a Grants and Sponsored Projects Administrative Manual to guide the process for identifying, pursuing, and managing sponsored projects, including grants, contracts, and cooperative agreements. This manual will be reviewed and updated, as necessary, once per year.

Office of Responsibility: Vice Chancellor, Institutional Advancement & Economic Development

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