



STANDARD OPERATING PROCEDURES

MANUAL

Grants Development & Administration

FY2019

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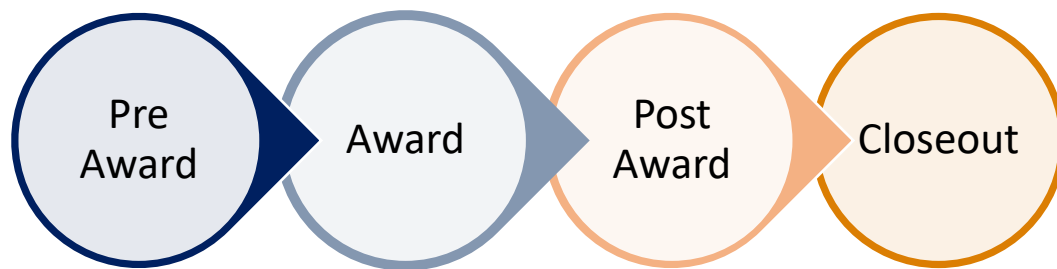
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Mission

The mission of the Grants and Administration department is to foster collaboration with faculty and staff to secure external funding from private and government grant-making agencies that will advance the mission of the college through value-added grant development and administration services.

The team assists faculty and staff with four phases of grants development and administration:

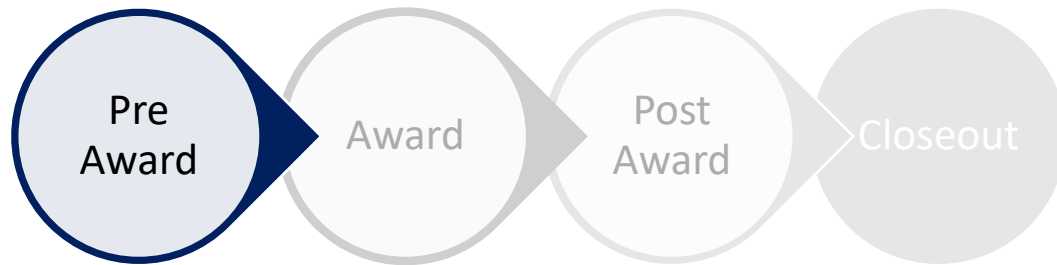


Contact Us

Texas Southmost College
Grants Development and Administration
Commissary Building

Senior Grant Writer
956-295-3691

Coordinator of Sponsored Programs, Grants and Contracts
956-295-3436



Prospecting

The Grants Development and Administration (GDA) department seeks funding opportunities to support Texas Southmost College (TSC) programs of study, support services, and other college-related initiatives. All funding opportunities must be aligned with the TSC strategic plan, VISION 2023. Campus community members seeking funding for a project are encouraged to submit a Funding Research Request (see Appendix A).

GDA also welcomes the college community to search for funding opportunities. Common sources include:

- Federal: [grants.gov](https://www.grants.gov) or [cfda.gov](https://www.cfda.gov)
- State: Texas Education Agency, Texas Higher Education Coordinating Board, Texas Workforce Commission
- Private: [foundationcenter.org](https://www.foundationcenter.org), academic and professional associations

Applying

Once a funding source is identified for a project, the Project Director (PD) should complete and submit the **TSC Notice of Intent to Apply (NOI)** (Appendix B). This includes proposals for such contracts, grants and agreements of solicitation of funds, whether with government agencies, industries, foundations, or other private granting agencies. This form helps to document strategic plan goals supported by the proposed activity and ensures key college stakeholders are informed. If a PD is collaborating with another college or agency that is the lead submitter, the PD is still required to submit an NOI so any additional collaborations or potential conflicts can be addressed.

Did you know...

As the hub for TSC's friend- and fund-raising efforts, the division of Institutional Advancement and Community Relations is a key partner for all departments seeking external funding and partnerships. The division catalogs external agency priorities (whether government, education, philanthropic, or corporate) and cross-references them with TSC's strategic priorities to ensure each effort produces the highest possible impact.

NOI Checklist

- Check the appropriate boxes on page 1
- Fill in the required information on page 2
- Secure appropriate administrative signatures, as indicated
- Submit to the GDA department

Once the NOI is received, the GDA department will prepare a work schedule to ensure all grants are complete and submitted on time (see sample in Appendix C). The time grant makers provide between the time the Request for Proposals (RFP) are posted and the submission deadline varies greatly. It could be as little as four weeks, or as long as three months. Some grants are cyclical, and PDs can begin planning their programs far in advance. Especially for short submission deadlines, however, deviation from the work schedule may result in the project's rejection during the internal review process.

Proposals requiring cost sharing must be first formally approved by the appropriate college administrators, including the Texas Southmost College Board (see box on page 10). PDs should begin this approval process by submitting a Cost Sharing form (see Appendix D) and submitting it with the NOI to the GDA department. Approval of cost sharing on the related forms must be made by the Project Director, Dean/Director, Vice President, Board and President. Approval of cost sharing on these forms constitutes a commitment to provide these funds over the life of the award.

The grant team's participation in proposal development is critical. Team members will often include: Project Director (for instance, the dean, faculty member, or staff member leading the effort), other faculty and staff members who are content experts, students or other participants being served by the grant, VPs and other division leaders, external agency partners, the Senior Grant Writer, and the Coordinator of Sponsored Programs, Grants and Contracts.

During pre-award phase, the GDA offers the following support:

- Host grant team workshops to review RFPs, and refine programming ideas and strategy
- Register for and host grant maker webinars for the grant team, when available
- Provide editing and writing support
- Complete ancillary paperwork
- Develop budgets in line with internal and external requirements
- Ensure compliance with state, federal, and grant guidelines
- Obtain institutional approvals and signatures
- Facilitate communication with appropriate administrative officials
- Submit proposals

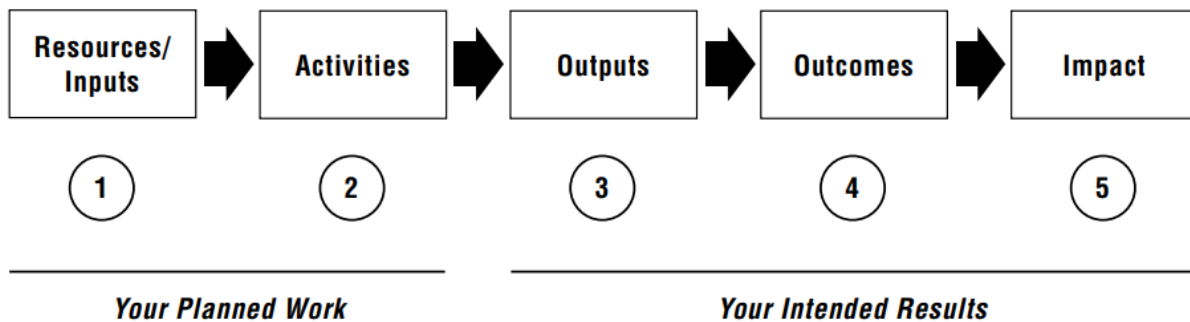
Narrative and budget

While the GDA department will assist with style and fiscal considerations, the content must be driven by the content experts – the PD and team. Typically, RFPs will include detailed guidelines

for the format and type of information that must be included. PDs should pay close attention to all of the ancillary requirements, such as letters of support.

The Senior Grant Writer can help the team design the best rationale customized for each grant maker. As a starting point, grant teams may consider the logic model as a tool for planning, evaluation, and action, as described by the W.K. Kellogg Foundation:

Logic Model



(More information may be found on the foundation's website at wkkf.org)

Each proposal must also be accompanied by a budget narrative. If an RFP requires cost sharing, PDs must briefly explain the proposed cost sharing arrangement and identify account numbers. All cost sharing commitments must be approved by the TSC Board of Trustees prior to submittal (see box on page 9).

Thorough and timely participation from the team will ensure a smooth application process.

Application Approvals

To ensure the proposal is as competitive as possible and is in compliance with TSC policies, approval is required from key college leadership. Once a draft of the narrative and budget is ready for approval, the GDA department will secure signatures from the following leaders via the Proposal Transmittal Form (PTF) (see Appendix E):

- Project Director
- Co-Project Director(s)
- Dean/Executive Director
- Associate Vice President
- Division Vice President
- Chief Human Resources Officer
- VP of Institutional Advancement and Community Relations
- VP of Finance and Administration
- President

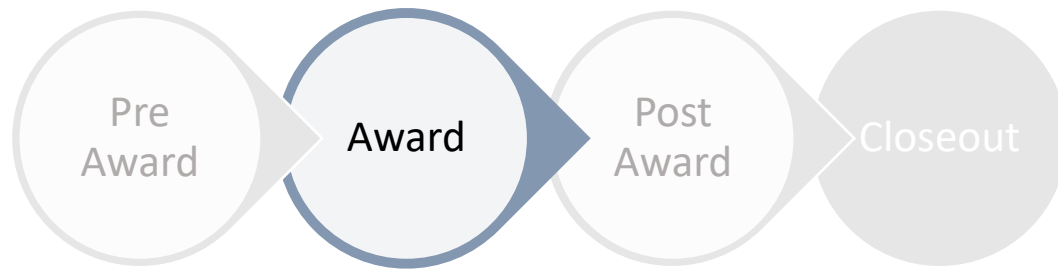
PDs should allow 3-5 days for internal approvals prior to submission. There are certain circumstances when approval is required by the TSC Board of Trustees (see box). In these cases, PDs should plan for a 30-day approval process.

Proposal Submittal

The Department of Grant Development and Administration is the single point of contact for all college grant submittals to ensure all proposals are accurate, complete, and submitted in accordance with all TSC and funding agency policies. The Senior Grant Writer will advise PDs of the time needed for submittal based on the grantmaker's requirements, such as whether hard copies must be mailed or submission is conducted through a web-based portal.

Tracking Submitted Proposals

The GDA department tracks all submitted proposals through the funding agency portals.



There are three key aspects of the award phase:

1. Receiving Notice of Grant Award

As the official point of contact for funding agencies, the Department of Grants Development and Administration is typically the first to receive the Notice of Grant Award (NOGA). If the PD or other college contact receives the NOGA, the original award letter and all award documentation should be forwarded to the GDA department.

The TSC Board of Trustees must approval all NOGAs (see box on page 10). In addition, if purchases over \$25,000 will be made with grant funding, PDs should consider submitting an Agenda Request Form (ARF) to request permission for the required competitive process at the same time as the ARF for the NOGA.

2. Obtaining Internal Approval to Accept Grant Award

It is not unusual to have a negotiation period following NOGA. The funder may want clarification of proposed activities or may only be able to fund a portion of the original request, in which case the college must decide if it can accomplish the objectives set forth in the proposal.

3. Submitting fully executed contract to grant-making agency

Once the GDA Department staff has ensured all internal and external stakeholders have approved of the final terms, they will submit the final contract.

TSC Board of Trustees Approval Process

Q: When is TSC Board approval required during the pre-award phase?

A: When a grant proposals requires matching funds or
When a grantmaker requires a Memorandum of Understanding (MOU) or other formal inter-agency agreement is submitted with the proposal

Q: When is TSC Board approval required during the award or post-award phase?

A: All Notice of Grant Award (NOGA) correspondence, memorandums of understanding, interlocal agreements, data sharing forms, contracts, and amendments to such require board approval.

Q: When do grant purchases require TSC Board approval?

A: All purchases using grant funding follow the same TSC approvals process with one addition—grant requisitions must be routed through the GDA department to ensure the expense is allowable under the grant guidelines. Purchases over \$25,000 require TSC Board approval.

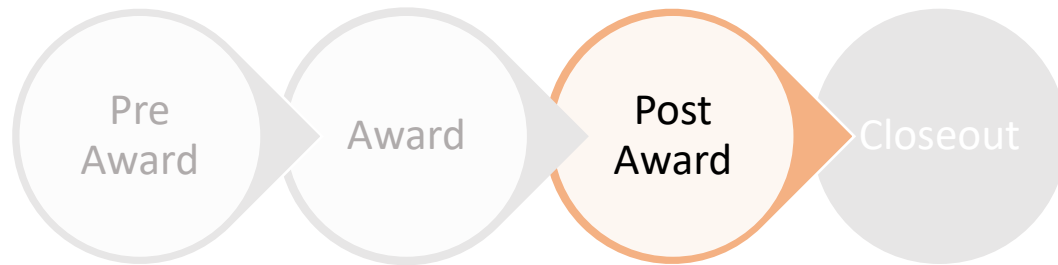
Q: What is the process for seeking TSC Board approval?

A: The GDA office will draft an Agenda Request Form (ARF) for review by the appropriate division Vice President (or designee) and the Vice President for Institutional Advancement and Community Development. Once approved by both divisions, GDA will submit the ARF to the President’s Office.

Board Approval Timeline – The following guide is approximate. Dates may vary based on holidays, semester schedules, or board scheduling.

- ARFs due: Typically the first Wednesday of the month at noon
- TSC Committee reviews agenda item: Typically the second week of the month
- Full Board takes action on the agenda item: Typically the 3rd Thursday of the month
- President’s Office sends notification of authorization: 1-2 days following the Board meeting

Key takeaway: If TSC Board approval is required, plan for an additional month prior to submission for pre-award, or for further action in the award or post-award phases.



The GDA department assists with several key aspects of the post-award phase:

- Setting up and manage grant accounts
- Tracking and report monthly spending
- Processing reimbursements and reconcile charges to grants
- Ensuring compliance with grant guidelines and federal regulations
- Drawing down federal funds
- Assisting in completing financial and narrative reports

Establishing Grant Accounts

The Coordinator of Sponsored Programs, Grants, & Contracts will review the documentation, grant terms and conditions, and other information necessary to establish a restricted account and the cost share account (if applicable). The Coordinator will submit an Account Number Request Form (see Appendix F) and a Budget Change Form (see Appendix G) to the Budget Department to set up the account number in the Colleague Financial System within five business days from the date the documents are received. Once the new account has been created, the coordinator will notify the PD and departmental staff.

The Coordinator of Sponsored Programs will lead a post-award workshop with the PD and departmental staff to review the terms and conditions of the grant and/or business processes, and will issue calendar reminders for reporting deadlines.

Cost Sharing

If cost sharing requirements are stated as part of the grant proposal, the Coordinator of Sponsored Program, Grants, & Contracts will request two separate accounts for the grant.

- a. A restricted account is established to track all revenue coming in from the external entity and tracks all expenditures made from these funds.
- b. A second account is established to track the cost sharing requirements (i.e. salaries, wages, operating, etc.) The account will be set up in the fund group the cost sharing account is coming from. Example: If the cost sharing is from an Education & General Fund (E&G), an E&G Account will be set up. (Note: Federal funds cannot be shown as a match or if the account indicated is inactive or has no funds).

When financial reports are prepared, cost sharing amounts are included from the matching cost sharing account. If the cost sharing expense is something that cannot be tracked—for example, third party commitments—the department will submit a Statement of In-Kind Contribution Professional Services or Goods form (see Appendix H). This form will serve as certification that services were provided. The GDA department will review the form and documentation from third party commitments with the departments. If the department does not meet the cost sharing commitments, the GDA department will contact the department for justification, and the college will have to inform the funding agency why the cost sharing commitment was not fulfilled. Most funding agencies will work with the departments when reasonable justification is provided. If the funding agency does not accept the explanation, the GDA department will engage in negotiations with the funding agency and the PD to resolve the issue.

Management of Grant/Contract Expenditures

The GDA department is responsible for management of college grant and contract expenditures. The department verifies for allowable expenditures, availability of funds, and grant/contract compliance. All expenditures should be in line with funding agency guidelines and college policies.

Salaries and Wages

All personnel who will work on grants, projects, and research contracts should meet college employment requirements. The Coordinator of the Sponsored Programs, Grants, & Contracts monitors grant budgets for availability of funds and grant compliance. Personnel paid from grants will be subject to the Classified Personnel Pay Plan and the same regulations and policies as other employees. Questions concerning recruitment, employment, classification, or other personnel matters should be handled within the regular college procedures by contacting the Human Resource department. To avoid any unnecessary misunderstanding, all questions should be settled prior to any agreement or commitment made to a prospective employee. An offer letter must be approved before an employee can start employment.

Operating Costs

All purchases of goods and services, under any budget and regardless of the source of funds, require the issuance of a purchase order, a contract, or a procurement card and shall be made using the procurement method that provides best value to the TSC as per college purchasing guidelines.

Approvals for purchases using grant funding follow the same TSC approvals process with one addition—grant requisitions must be routed through the GDA department to ensure the expense is allowable under the grant guidelines. PDs should use the appropriate form for grant purchases under \$10,000 (see Appendix I), over \$10,000 (see Appendix J) or the form for bid requests for grant purchases over \$25,000 (see Appendix K). As per the TSC procurement process, all purchases of \$10,000 or more require approval by the VP for Finance and Administration and the President, and all purchases over \$25,000 require TSC Board approval.

Travel

All travel funded by grant agencies should be forwarded to the GDA Department for approval, using the Grant Travel Requisition (see Appendix L).

Time and Effort Reporting

Time and Effort Reporting is a process mandated by the federal government. All personnel (full-time exempt) paid from federally sponsored projects are required to certify a Time and Effort Reporting Form (see Appendix M) every semester and submit this form to the GDA department. Any discrepancies cited by the PD must be corrected in a timely manner.

Reporting

Generating reporting content is the responsibility of the PD. The Coordinator of Sponsored Programs, Grants, and Contracts is available to review and assist with completing reporting documents. All technical and financial reports are submitted to the funding agencies through the GDA department.

What You Need to Know About Time and Effort Reporting

Q: What is Time and Effort reporting?

A: The federal government requires time and effort reporting by all personnel funded through federal grants. Effort reporting certifies that salary sources for a given period align with actual effort distribution.

Q: Why do I need to fill out Time and Effort forms?

A: As a condition of accepting federal grant awards, we are obligated to certify all PDs effort on a regular basis.

Q: How often do I need to fill out Time and Effort forms?

A: One needs to fill out a Time and Effort report at the end of each semester (9/1-12/31 and 1/1-5/31) and at the end of each summer (6/1-8/31). The GDA department will send forms to each PD with active federal awards the month following the reporting period.

Q: How is effort determined? How many hours/week is it based on?

A: Reported effort is based on 100% of the activities for which you are compensated by the college and is expressed in percentages. The PD determines the average number of hours spent on all activities, which may be greater than 40 hours (e.g., 60 hour). PDs then allocate how much time was spent on each area of responsibility (e.g., teaching, scholarly activities, administrative activities, externally or internally funded activities, etc.). The full listing of activities is available on the Time and Effort report. Reported effort needs to reasonably reflect that salary sources for a given period align with actual effort distribution.

Q: What is not included in this effort?

A: Two examples of activities not included in the effort are:

- External professional or consulting activities paid through an agreement outside your TSC contract
- Serving on a National Science Foundation Peer Review Panel, or other grantor project review panel

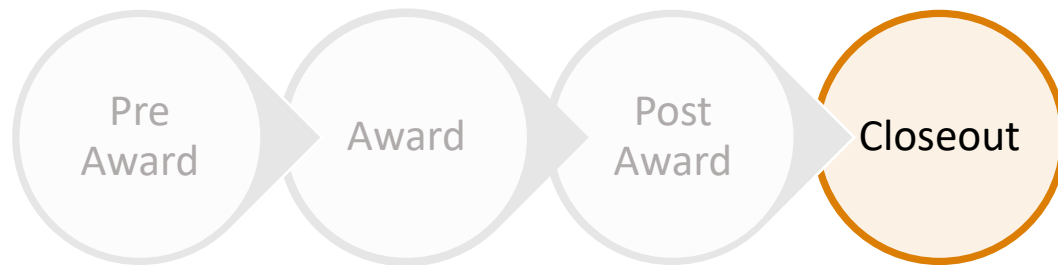
Q: How do I figure out the breakdown of my efforts?

A: There are a variety of tools that can be used to do so including calendars; journals, logs, and blogs; teaching schedule; leave reports; correspondence; etc.

Q: Who certifies my efforts?

A: It is important that someone in a position to make a reasonable estimate of the work performed certifies your report. Often times this is the department chair; however, there are times when it may be someone else, such as the person to whom the department chair reports (e.g., Associate VP).

If you have any questions about Time and Effort reporting, please contact grants@tsc.edu.



Closing out a grant provides transparency for the college's grant funding. The GDA Department leads all reporting required by TSC and the funding agency including:

- Final Technical Reports
- Final Financial Reports
- Final Invoices
- Retaining Grant Records
- Disabling Accounts

Appendix A: Grant Funding Research Request

TEXAS SOUTHMOST COLLEGE

GRANTS DEVELOPMENT AND ADMINISTRATION

Return completed form to:
angela.mccauley@tsc.edu • Commissary Building

Date: _____ Anticipated Project Start Date: _____

Project Director Name: _____

Title: _____

Department/Division: _____

Extension: _____ Email: _____

VISION 2023 ALIGNMENT

The project will (check all that apply):

- Foster Student Success
- Lead Regional Workforce Development
- Enrich the Student Experience
- Enhance Community Connections
- Invest in Each Other

Briefly summarize your project:

Estimated budget: under \$100,000 \$100,001-\$300,000,
 \$300,000-\$500,000 over \$500,000

Appendix B: Notice of Intent to Apply

TEXAS SOUTHMOST COLLEGE

GRANTS DEVELOPMENT AND ADMINISTRATION

Return completed form with all appropriate signatures to:
angela.mccauley@tsc.edu • Commissary Building

RESOURCE DEVELOPMENT/GRANTS PRE-PROPOSAL ASSESSMENT

Directions: The Project Director will check all appropriate boxes on this page, completely fill in the form on the second page, and secure all signature approvals required. Once the completed form is received, the Grants Development and Administration Department will schedule a grant workshop to review proposal development tasks and deadlines.

- I have read the Request for Proposals/Applications and agree to abide by all of the programmatic criteria and reporting requirements.

STRATEGIC PRIORITY FY 19 ALIGNMENT

The project will (check all that apply):

- Develop pathways with degree plans to move students to completion
- Employ high impact strategies and services in academic and student support
- Focus on non-traditional/adult students
- Enhance teaching and learning spaces with updated equipment, furniture, and technology to reflect a collegiate environment
- Work with employers to develop programs and internships that are aligned with immediate and emerging job market demands

FINANCIAL RISKS

- The funder disallows grant funds if project objectives are not met.

INSTITUTIONAL IMPACT

The project will (check all that apply):


- Generate new revenues, such as additional credit or non-credit students/contact hours
- Provide direct services to current TSC students
- Provide direct services to ISD students
- Support increased enrollment, student success, and/or retention
- Result in new academic/workforce programs
- Expand existing academic/workforce programs
- Provide professional development to TSC faculty/staff
- Enhance TSC's access to external resources

PROPOSAL PREPARATION

There is sufficient time to develop a quality proposal.

- No deadline (revolving) 8wks 6wks 4wks less than 4 weeks
- Subject matter experts are able to commit time to develop the proposal

Appendix C: Sample Proposal Work Schedule

|  TEXAS SOUTHMOST COLLEGE Grants Development and Administration | | | | | | |
|--|--|-----------------|---|-----------------------------|----------------------------|----------|
| Proposal Title | | | | | | |
| Funding Agency | | | | | | |
| Pre-Award Activity | | | | | | |
| Due Date | Activity | Responsible | Support | Inform | Approve | Status |
| 1/9/2019 | RASI prepared | Angela McCauley | | Grant team | | complete |
| 1/10/2019 | Completed NOI returned to Grants Development & Administration | PD | | | | |
| 1/10/2019 | Calendar invitations sent to grant team and signatories' calendars | Angela McCauley | | Grant Team, PTF Signatories | | |
| 1/10/2019 | Grant team meeting to discuss sections 1-7 of the application | PD | Grant team | | | |
| 1/15/2019 | Grant narrative approval | PD | Angela McCauley | | | |
| 1/16/2019 | Budget finalized | PD | Account Manager Support, Dr. Barrera | | | |
| 1/18/2019 | Signed letter from TWC secured | Angela McCauley | | PD | | |
| 1/18/2019 | Signed employer letter of support sent to Angela | PD | | | | |
| 1/18/2019 | Final Grant approval by PD (sign PTF) | Angela McCauley | | | Dr. Aburaim | |
| 1/21/2019 | Final Grant approval by Dr. Fuentes/Dr. Kilo (sign PTF) | Angela McCauley | | | Dr. Fuentes/Dr. Kilo | |
| 1/23/2019 | Final Grant approval by Mr. Rodriguez (sign PTF) | Angela McCauley | | | Mr. Rodriguez | |
| 1/24/2019 | Budget Approved by HR (sign PTF) | Angela McCauley | | | Mr. Frawta | |
| 1/25/2019 | Budget Approved by Finance (sign PTF) | Angela McCauley | | | Dr. Figueroa | |
| 1/28/2019 | Final Grant approval by the President | Angela McCauley | | | Dr. Rodriguez | |
| 1/30/2019 | Overnight hard copy of Final Application to Funding Agency | Angela McCauley | | Grant Team | | |
| 2/1/2019 | Grant Application Due | | | | | |
| Award Activity | | | | | | |
| TBD | Evaluation Complete & Award Made | Funding Agency | | | | |
| TBD | Prepare ARF | Angela McCauley | | Grant Team | Mr. Rodriguez, Division VP | |
| TBD | Submit ARF | Division VP | PD, Angela McCauley | | | |
| TBD | TSC Board Approval of NOGA | Mr. Rodriguez | Division VP, PD, Angela McCauley | | TSC Board | |
| Post-Award Activity | | | | | | |
| TBD | Post-Award workshop with Grant Team | Dr. Barrera | Mr. McCauley | Division VP, Mr. Rodriguez | | |
| May 16, 2016 | Anticipated Grant Begin Date | PD | Administrative Support Team, Grant Team | | | |

Appendix D: Cost Sharing Form

Appendix E: Sample Proposal Transmittal Form



**TEXAS SOUTHMOST
COLLEGE**

80 Fort Brown • Brownsville, Texas 78520 • (956) 295-3600 • Fax (956) 295-3368 • www.tsc.edu



GRANTS DEVELOPMENT AND ADMINISTRATION

GRANT REQUEST GRANT AWARD

| PRE AWARD | |
|--|--|
| OPPORTUNITY CLOSE DATE | |
| AMOUNT | |
| PROGRAM TITLE | |
| PROGRAM PURPOSE | |
| PROGRAM FISCAL YEAR | |
| PROGRAM PERIOD (DATES) | |
| TSC PROJECT DIRECTOR | |
| TSC CO-PROJECT DIRECTOR | |
| TSC DIVISION/DEPARTMENT | |
| GRANT APPLICATION | <input checked="" type="checkbox"/> New <input type="checkbox"/> Supplement <input type="checkbox"/> No Cost Extension <input type="checkbox"/> Renewal |
| TYPE OF GRANT | <input checked="" type="checkbox"/> 30-Local Contract/Grant <input type="checkbox"/> 31-Federal Grant <input type="checkbox"/> 32-State Grant |
| FUNDING AGENCY CONTACT | |
| FUNDING AGENCY PORTAL | |
| TSC IN-KIND | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| TSC SUBCONTRACTS, MOU'S AND/OR CONSULTANTS | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| TSC IRB REVIEW | N/A |
| POST AWARD — <i>if awarded</i> | |
| NOTICE OF GRANT AWARD | |
| TSC ACCOUNT # FORM | |
| TSC BUDGET CHANGE FORM | |
| PERFORMANCE REPORTS | |
| TSC PERSONNEL ACTION | |
| TSC IRB COMMITTEE REVIEW | |

PRE-AWARD TSC ENDORSEMENT:

| | | | |
|----------------------------------|--|--|--|
| PROJECT DIRECTOR(S) | | | |
| CO-PROJECT DIRECTOR(S) | | | |
| DEAN/EXECUTIVE DIRECTOR | | | |
| ASSOCIATE VICE PRESIDENT | | | |
| DIVISION VICE PRESIDENT | | | |
| CHIEF HUMAN RESOURCES OFFICER | | | |
| VP OF IA AND COMMUNITY RELATIONS | | | |
| VP OF FINANCE AND ADMINISTRATION | | | |
| PRESIDENT | | | |

Appendix F: Grant Account Number Request Form

| |
|---|
| Account Number: _____ <i>(To be assigned by Office of Finance)</i> |
|---|

Program Title: _____

Program Fiscal Year(s): _____

Program Period (Dates): _____

TSC Project Manager: _____

Program Department: _____

Mark the type of grant: **FEDERAL** **STATEPRIVATE**

FEDERAL

Insert the agency name from which the funds originate:

Catalog of Federal Domestic Assistance

CFDA number: _____

Pass-through grantor or awarding agency name (if applicable):

Pass-through grantor or awarding agency number (if applicable) _____

STATE and/or PRIVATE

Insert the agency name from which the funds originate:

Contract number: _____

Authorized Signature: _____ Date: _____

**Appendix H: Statement of In-Kind Contribution
Professional Services or Goods Form**

Appendix I: Grant Requisition for Purchases Under \$10,000



| Purchase Requisition Grants | REQ # | DATE |
|-----------------------------|-------|------|
| | | |

Vendor:

Initiator:
Buyer:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| BID REQUIREMENTS TO BE SUBMITTED WITH REQUISITION (Select One) | | I HEREBY CERTIFY THE ITEMS IN THIS REQUEST ARE NECESSARY FOR USE IN THIS DEPARTMENT. | |
|---|---|---|------|
| | Purchases of Less than \$2,000 : No competitive quotes required. | PRINCIPAL INVESTIGATOR | DATE |
| | Purchases from \$2,000 but Less than \$10,000 : Three (3) quotes are required. | PROGRAM DIRECTOR/DIRECTOR | DATE |
| 1. | | DEAN / EXECUTIVE DIRECTOR | DATE |
| 2. | | | |
| 3. | | DIVISION VICE PRESIDENT | DATE |
| | OTHER: | COORDINATOR OF GRANTS DEVELOPMENT & ADMINISTRATION | DATE |
| | | VP OF INSTITUTIONAL ADVANCEMENT & COMMUNITY RELATIONS | DATE |

Appendix K: Bid Request for Grant Purchases Over \$25,000



Request for Public Competitive Bid Process

Grants Purchases over \$25,000

1. Request for approval board meeting date: _____
2. Department: _____
3. Requestor: _____
4. Brief description of items: _____

5. Warranty needed: _____
6. Clarifications and other requirements that need to be addressed: _____

7. Total estimated price: _____
8. GL string to be used for this purchase: _____ Current FY: Y N
9. Approval:

| | |
|-------------------------------|-------------|
| Principal Investigator: _____ | Date: _____ |
| Account Supervisor: _____ | Date: _____ |
| Account Manager: _____ | Date: _____ |

If available, please provide an initial quote or estimate from vendor. Please send documents to patricia.saldivar@tsc.edu to start the process.

Last updated on 08/03/2017

Appendix L: Grant Travel Requisition



| | | |
|--------------------------------------|--------------|-------------|
| Travel Requisition Grants | REQ # | DATE |
| | | |

Vendor:

Initiator:

Buyer:

| PRINCIPAL INVESTIGATOR | | | | | DATE |
|--|--|--|--|--|-------------|
| DEAN / EXECUTIVE DIRECTOR | | | | | DATE |
| PROGRAM DIRECTOR / DIRECTOR | | | | | DATE |
| DIVISION VICE PRESIDENT | | | | | DATE |
| COORDINATOR OF GRANTS DEVELOPMENT & ADMINISTRATION | | | | | DATE |
| VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT & COMMUNITY RELATIONS | | | | | DATE |
| PRESIDENT | | | | | DATE |

Purchasing * 80 Fort Brown * Brownsville, Texas 78520
956-295-3423 * Fax 956-295-3408

Appendix M: Time and Effort Reporting Form

In order to comply with federal law, a Time and Effort Report must be completed within 30 days of the reporting period (summer, fall, spring semester) by each faculty and salaried exempt professional staff member working on externally funded projects.

Employee Name _____ Department _____

Position/Title: _____

Reporting Period: Summer (6/1-8/31) ___YR Fall (9/1-12/31) ___YR Spring (1/1-5/31)___YR

Please provide a breakdown of your responsibilities for the above-noted Reporting Period.

1. Please complete your "internally and externally funded activities" for the reporting period and insert the number of hours under each funded activity.
2. Please complete your "non-sponsored activities" for the reporting period (e.g., teaching, administrative activities, department meetings, committee work, etc.).
3. Please list additional cost centers on a separate sheet (if necessary).
4. The total effort reported per reporting period must equal 100%.
5. Sign and date the form.

DUE DATE: Within 30 days of the end of the reporting period (unless otherwise directed)

SECTION B. TIME & EFFORT REPORTING

| Record the actual percentage of your total effort expended to each obligation listed | | |
|---|--|--------------------|
| <u>SPONSORED PROJECT EFFORT DETAIL</u> <small>(Identify the sponsored project(s) and include a brief detail of obligations performed)</small> | FUNDING SOURCE COST CENTER | % Of EFFORT |
| 1) | | |
| 2) | | |
| 3) | | |
| <u>NON-SPONSORED EFFORT SUMMARY</u> <small>(Provide a summary of College obligations not sponsored by a grant/sponsored project)</small> | FUNDING SOURCE COST CENTER | % Of EFFORT |
| 1) | | |
| 2) | | |
| *Please list additional cost center on a separate sheet* | Total Distribution: | |
| | Total Efforts (must equal 100%) | |

I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed for the period indicated.

Employee _____
(Print Name) (Signature) (Date)

I certify that this report represents a reasonable estimate of effort.

Project Director/Supervisor/Dean _____
(Print Name) (Signature) (Date)