

Pre-Award Procedure	Procedure Number	11.2.1P
	Effective Date	November 28, 2017

1.0 PURPOSE

In accordance with Management and Oversight Authority Policy 11.1 and Sponsored Awards Policy 11.2, the purpose of this document is to outline general pre-award procedures in support of the College's acquisition of sponsored awards.

All sponsored awards are made to the College and, as such, must comply with all policies, procedures, standards, and practices. Appropriate pre-award review and authorization permit the most effective use of the College's resources and ensures the ability of the College to comply with all applicable laws, regulations, and requirements.

2.0 REVISION HISTORY

Adopted on: 11/28/17

Revised on: 04/18/23, 08/04/26

3.0 DEFINITIONS

- A. *Sponsored Award* – A sponsored award is the transfer of money or property from an external funder that requires performance of specific duties. The funding relationship usually reflects a joint partnership in setting/meeting project goals. Most governmental funding will be for the purpose of conducting a sponsored award. The funding mechanisms used to meet this purpose can include memoranda of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer.
- B. *Pre-Award* – All activities leading to securing a sponsored award.
- C. *Award Application* – Any response including a Request for Proposal (RFP) or Notice of Funding Opportunity (NOFO), application, or proposal submitted when seeking a sponsored award.

4.0 PROCEDURES

- A. The Sponsored Awards Services Office will develop, implement, and oversee policies, procedures, and processes for the acquisition of sponsored awards.
- B. Approval by the area's Cabinet Member is required prior to pursuing external funding.
- C. All sponsored awards sought, received, or amended on behalf of the College are required to be reviewed and processed by the Sponsored Awards Services Office.
- D. All applications will receive review by the institutional offices that will support the award.
- E. Final approval for any award application rests with President's Cabinet.
- F. No sponsor award or contract offer will be accepted without the completion of the President's Cabinet approval process.