

Approval and Acceptance Procedure	Procedure Number	11.2.2.1P
	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 authority and responsibilities for the College's approval and acceptance of sponsored awards.

All sponsored awards are made to the College and in accordance with Responsibility of the CEO Policy 1.3.1, only the President or their designee may enter into legally binding agreements on behalf of the College. Under Accounting Policy 4.1 and Signature Authority Procedure 4.1.2P, the President or their designee signs all legally binding contracts, memorandums of understanding (MOUs), agreements, etc.

Any award accepted must comply with all College policies, procedures, standards, and practices. Award acceptance obligates the College to comply with all governing laws, regulations, and requirements and the terms and conditions stated in the award.

2.0 REVISION HISTORY

Adopted on: 11/28/17

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

3.0 DEFINITIONS

- A. *Fully-Executed Award* – The official award documentation, which becomes a legally binding agreement when signed by all parties.
- B. *Project Manager/Principal Investigator* – Individual designated by the College to manage the sponsored award.
- C. *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 memorandum of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer.

4.0 PROCEDURES

- A. The Sponsored Awards Services Office will develop, implement, and oversee policies, procedures, and processes for the performance and fiscal management, including oversight of all sponsored awards.
- B. All documentation relating to the governance and expectation of an award are required to be reviewed and processed by the Project Manager/Principal Investigator, the Sponsored Awards Services Office, and the Director of Contracting & Procurement.
- C. No award will be accepted that has not followed Pre-Award Procedure 11.2.1P and obtained President's Cabinet approval.

- D. Any material deviation from an application to an award will receive review by the institutional offices that will support the award and may require full approval through President's Cabinet.
- E. The fully executed award documentation is processed and retained by the Sponsored Awards Services Office and a copy is also retained by the Contracting & Procurement Office.
- F. Once the fully executed award has been processed, the Senior Sponsored Contracts and Grants Specialist initiates an account for the award.
- G. Primary responsibility for award management and project completion rests with the Project Manager/Principal Investigator.