Grants Office

Office of Academic and Student Affiars

Lane Community College

2012

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# Starting Up the Project

*Great! I’ve got the award letter!*

*(What did I get myself into?!)*

Project start-up can seem daunting, especially when you know the grant-clock begins ticking the moment the award letter arrives (as often as not, this is a month *after* the begin date written in the application!). But some straightforward steps done right away can help start your project off smoothly.

**The** **award letter**—

1. Institutional Grants: Make two copies of your award letter. Keep one for your files and send the other to the grants office (or send an electronic copy if desired). Send the original directly to Grants Accounting in college finance (see “Contacts”)—you will be following up with the accountants soon after receiving the letter (see “Setting Up an Account”).
2. LCC Foundation Grants: Some grantors require a 501(c)(3) as an applicant so project directors submit through the LCC Foundation. If this was the case with your grant, the LCC Foundation will receive the original award letter along with a check from the Grantor. The LCC Foundation will send the Grants Office the letter which it will forward to you.

**Announcing your grant**—

Once you’ve learned you’ve won the grant competition, you should announce it with glee. Be sure to let folks internally know, including your supervisor/ executive dean, the Vice President and the Grants Office. Assuming that the grantor has not asked you to wait on announcing your receipt of funding, write a short blurb for Joan Aschim to make a formal announcement to the community. Consider also submitting the announcement to the Lane Weekly and professional newsletters.

**Setting up an account—**

Whether you have an institutional grant, or one through the LCC Foundation, you will want to work closely with your administrative assistant as you set up your grant-account. Your administrative personnel will have access to and an understanding of Banner, Purchase Orders, budget accounts (a.k.a FOAP—Fund Organization Account Program), Personnel Action Form (PAF’s), etc.

**Institutional Grants**: As mentioned above, you will have begun a relationship with Grants Accounting by sending them the original award letter. This is the beginning of a long and important relationship in the life of your grant. The accountants are a wonderful resource who are very helpful in understanding your budget and how money can be spent. They also are required to do regular reporting to the state/ federal agencies and know the regulations related to your grant.

Complete the “Grants Accounting Checklist” before you set your meeting with one of the accountants (for form, see <http://www.lanecc.edu/collfin/grantaccounting.html>). Once the accountant has set up your grant account you will have a FOAP number and can start spending from your account as described in your budget and budget narrative.

**LCC Foundation Grants**: If you’ve applied for a grant using the LCC Foundation as the 501(c)(3) applicant, then you will need to contact the LCC Foundation accountant (see contacts) to activate your account. Two options exists for these types of grants:

***Non-payroll grants*:** The Foundation uses a project based accounting system to track all income and expenses. Projects can be set up to meet a specific purpose such as scholarships, equipment or general department needs. To establish a new project you must complete a New Account Form (<http://www.lanecc.edu/foundation/requestnewacct.htm>). The Foundation encourages departments to use accounts already set up whenever possible. Some accounts are very old and have not been active. In many cases it’s possible to modify the account adequately to meet the current needs without establishing a new account.

The Foundation Director approves any new projects before a new account is established. Each account should have at least one authorized signer. The authorized signer is responsible for oversight and insuring that the funds are being used for the intended purpose. Several departments have “View only” access to the Foundation’s Accounting system which enables them to run reports and view transactions. If your department does not have this access you will need to contact the Foundation to check your balances before requesting checks (as the Foundation limits the number of users they authorize).

*How to request funds from your account:* To request a disbursement of funds from your Foundation account, complete a Foundation check request form (<http://www.lanecc.edu/foundation/checkrequest.htm>) and attach supporting documentation such as receipts, invoices, order confirmations or other things of that nature. Check requests must be signed by the person authorized to sign on the account. To change the authorized signers you will need to complete the account revisions form (<http://www.lanecc.edu/foundation/requestacctrevisions.htm>).

It’s also possible to use your Foundation funds to reimburse purchases made on an employee’s P-Card. The check request should be made payable to LCC and must include the FOAP you want to reimburse.

Requesting payment to individuals and non-incorporated businesses: Please submit a completed W-9 with all check requests to individuals or businesses that are not incorporated so that we can send them an IRS tax form 1099 at the end of each year. This does not apply to reimbursement requests. If you are reimbursing a Lane employee or other individual for out of pocket expenses, you do not need a W-9 to process the check as long as we receive adequate documentation.

If you do want use funds in your Foundation account to pay a college employee for work they’ve done outside their usual responsibilities, it must go through the regular payroll process. Simply request a Foundation check to reimburse the College for the additional expense using a Foundation check request form made payable to LCC with the FOAP you want to reimburse.

*When to submit requests:* Please allow adequate time to process check requests. The Foundation typically prepares checks on Thursdays but in some situations such as employee vacations or sick leave, checks may be prepared earlier or later. The Foundation generally try to have payments ready within a week of receiving a request but in some circumstances it may not be possible. It’s unusual for a check request to take longer than two weeks. In that case you should contact the Foundation office to verify the request was received. If you have an urgent request please contact the Foundation office to alert us of your need. In some cases a manual check can be prepared. Careful planning and requesting checks well in advance of the date needed is recommended.

***Pay-roll grants*:** For grants that were submitted through the LCC Foundation, but require payroll as part of the program, the process is a little different. Lane Community College employees must be compensated through the College’s payroll system. The Foundation does not do payroll, nor can the Foundation pay stipends to current employees.

1) Make an appointment with the LCC Foundation accountant to create/ set up an account for the incoming grant-funds—this will basically become a pass-through account.

2) Work with Collage Finance Grant Accountants to develop and design the college account into which the LCC Foundation will deposit your grant funds. *Remember*, the amount deposited is minus the 5% fee charged by the Foundation.

3) Once the college account is prepared, submit a check request to the Foundation to release the funds to the College. All but the five percent Foundation fee will be deposited into the college account.

***Indirect:*** Ifyour grant application included indirect costs to go to the college, you will need to contact the College Grant Accountants to have LCC Foundation transfer the appropriate amount into the college’s general fund.

# Setting up your office

1. Finding office space: Craig Taylor, Director of Institutional Research, Assessment and Planning is responsible for room distribution on campus., x3564.
2. Phones: contact Virginia Brady in Information Technology, Building 2, room 134, x5565.
3. Business cards: Order cards as needed through Printing and Graphics (541) 463-5373.
4. Keys: Keys must be ordered by supervisor. Public Saftey will contact you when they are ready and you can go and pick them up (building 13 near Annexes).

# Creating a Work Plan

For effective, efficient grant implementation you may want to spend some time setting up a work plan with the other project staff. This work plan should essentially turn the grant *application* into a working plan for administering the activities of the grant. A good work plan will lead to a project which meets the objectives, deliverables and outcomes stated in the application.

Many grant applications include a Project Management Plan which lays out how the grant objectives will be achieved (i.e. the activities of the grant) and who will do them, by when. If your application did not include a Management Plan, create one now—it will make grant administration much smoother.

If your grant included a management plan, then you should follow it as closely as possible as you put together a work plan—it describes what you told the grantor you would do, when and with what outcomes. Maybe map it to a calendar, make a large chart to post on your wall and/ or share with staff.

As you set up a work plan, remember to include the following in your timelines, responsibility charts, tickle-systems, etc.

**Tracking Outcomes/ Objectives:** making sure you are doing what you said you would do

* Look back to your grant application’s Implementation and Evaluation plans
* Developing tracking processes, databases, etc.
* Contacting IRAP as needed

**Reporting**: Letting the Grantor know you are doing what you said you would

* Tracking reporting dates
* Becoming familiar with Grantor’s requirements
* Contact Grant Accounting
* Contact IRAP early as needed

# Budget and Finance

*Now* *I’ve got an account and a Management Plan…*

*how do I spend the money?*

**Understanding your budget—**

The first step for spending your money was to create an account in College Finance or request funds from LCC Foundation (depending on your grant). Next, comes the task of paying for grant-activities from these accounts. Your original grant application is your guide to how to spend your money—laying out clearly how much you planned to spend on personnel, supplies, equipment, consultants, curriculum development, etc. Unfortunately, it is a guide, not a hard and fast document you can rely on totally as you implement the grant. When developing the budget for the application, the grant writer and director likely had to estimate an average salary for a particular position—rarely does a director have a specific person he or she will be putting into that position. So you may find you spend a bit more, or a bit less on particular positions. Furthermore, you might have budgeted more than you needed for printing, but not enough for mailing, etc. Working closely with your administrative specialist, you will create a working budget which will change and morph as you move through implementation.

Here are some specifics as you move forward.

1. **Allowable costs**: Hopefully you learned what grant money could and could not be used for during the application process. If there is an item not listed in your original budget that *seems* to fit, be sure to double check the regulations governing your grant to be sure it is an allowable cost before you
2. **Lane’s purchasing policies**: Purchases of goods and services are made by using the Banner Purchase Order System or purchasing card. Purchases up to $5000 do not have special requirements. Anything above that amount must go through a special process at the college. Please see the College Online Policy and Procedure System, <http://www2.lanecc.edu/copps/documents/purchase-order-requirements> for details.
	1. **Purchase Orders**: Purchases of goods and services are made by using the Banner Purchase Order System or purchasing card. When completed by the requesting department, and/or when processed by the Purchasing director, these instruments become valid college contracts for goods and services.
	2. **P-Cards**: Institutional Procurement Cards, are issued to departments by College Finance. Credit cards were implemented to allow departments to make low dollar purchases easily, and with minimum processing expenses. Designated department budget authorities can use their department credit card for purchases. No single P-card purchase can exceed $2,500. Purchases are limited to materials and supplies budget accounts.
3. **Budget Modifications**: Frequently unforeseen events require Project Director’s to make changes to a planned budget. Most grantors expect small changes to be a normal part of implementing a grant, and have specific mechanisms in place for requesting a budget modification. These may be as informal as a call to the grantor, or may require an official form submitted to the agency. If you are managing a federally-funded grant, there will be regulations which govern the modification. Begin the process by speaking to the Grants Accountant overseeing your grant, as they may well be able to start you on your way.

# Hiring

*I need help! How do I hire some?*

**Overview of process**—The success of your grant project relies heavily on those implementing it. Therefore its vital to begin the hiring process *immediately* upon receiving notice of your award. The money need not actually be in the account in order to begin preparing for hiring. Once again, start early!

Human Resources will be integral in the process. Review COPPS for a very detailed description of how to hire. <http://www.lanecc.edu/cops/hiring.htm>. See the appendix for information on the Lane Employment Online system which managers use to create job postings, and the description of Applicant Pools or go to <http://www.lanecc.edu/hr/leoinfo.htm> and scroll down to the “Hiring Managers Only” box. Important employee forms can be found at <http://www.lanecc.edu/hr/forms.htm>.

**Qualities of a good administrative personnel—**A project director must have quality administrative support to efficiently implement his or her grant program. An administrative coordinator/ specialist will understand Banner, billing, and purchase orders. They are the one primarily responsible for working with you to create a working budget, and keep that budget balanced. They are also the key person working with the college’s Grant Accountants. A good administrative support person should:

**Tips for staying on budget—**One common challenge for project directors starting up a new grant is that the budget in the grant application does not necessarily match the working-budget of the grant as it is implemented. The reason for this is that as you put together the grant application with the Grants Office, you had to make educated guesses about the experience of personnel to be hired, yet an actual employee once hired might be placed on a higher or lower step than was anticipated. This could leave a budget shortfall or windfall which may require some negotiation with your funder—check with the program officer if you have questions.

# Contacts

*Who Might I need to contact for grant implementation?*

**Academic Technology Center**

<http://www.lanecc.edu/atc/index.html>

ATC

x3377 atc@lanecc.edu

Meredith Keene-Wilson

*Faculty Webmaster*

x3022 keene-wilsonm@lanecc.edu

Ian Corinado

*Instructor*

x5475

Vikie Kirkpatrick

*Instructor*

x5400 kirkpatrickv@lanecc.edu

**Institutional Research Assesment and Planning (IRAP)**

Office of Academic and Student Affairs

<http://www.lanecc.edu/research/>

Craig Taylor

*Director*

x5364 taylorc@lanecc.edu

**Institutional Review Board**

IRAP

<http://www.lanecc.edu/research/irb/index.html>

Craig Taylor

*Chair*

x5364 taylorc@lanecc.edu

**Grants Accounting**

College Finance http://www2.lanecc.edu/collfin/grant-accounting

Gloria Vanderhorst

*Funded Projects Accountant*

x 5605 jarvisg@lanecc.edu

Barb Lowder

*Funded Projects Accountant*

x5603 lowderb@lanecc.edu

**Grants Office**

Office of Academic and Student Affairs <http://www.lanecc.edu/grants/>

Mara Fields

*Grants Manager (development)*

x5828 fieldsm@lanecc.edu

Lynn Nakamura

*Grant Implementation Manger*

x5742 nakamural@lanecc.edu

Kathy Thomas

*Grant Writer*

x5853 thomask@lanecc.edu

**Human Resources**

<http://www.lanecc.edu/hr/>

Payroll

Carol Goldsberry

*Payroll Analyst*

x5114 goldsberryc@lanecc.edu

Aneita Coates

*Payroll Analyst*

*x*5040 coatesA@lanecc.edu

Hiring

Ruby Woodworth

*Recruitment Analyst*

x 5112 woodworthr@lanecc.edu

LynnMarie Chowdhury

*Recruitment Analyst*

x5111 chowdhuryl@lanecc.edu

**Lane Community College Foundation**

<http://www.lanecc.edu/foundation/>

Janet Anderson

*Director*

x5803 andersonj@lanecc.edu

Jenny Merriman/ Shelby Anderson

*Administrative Specialist*

x5135

Jeri Steele

*Foundation Accountant*

x5810 steelejb@lanecc.edu

**Purchasing**

<http://www2.lanecc.edu/collfin/purchasing>

Bob Baldwin

*Purchasing Coordinator*

x5574 baldwinb@lanecc.edu

# When to Contact the Grants Office

*Help when you need it*

Get a hold of the grants office when you need:

* modifications of budget, scope of project, or personnel,
* amendments to project,
* no-cost-extensions, or
* when you are ready to apply for the next round of funding.

Please also talk to us if you are afraid of failing to meet project objectives, need help contacting an agency or grantor or need Authorized Representative’s signature.