

## GRANTS & AWARDS COMPLIANCE

### **PURPOSE**

Edison State Community College recognizes the importance of complying with federal and state regulations governing grant funds to ensure transparency, accountability, and efficient utilization of resources.

### **POLICY STATEMENT**

Edison State Community College is committed to upholding the highest standards of integrity and compliance in the management of grant funds. This policy provides a framework for ensuring transparency, accountability, and effective utilization of resources in support of the College's mission and strategic objectives. This policy also outlines the procedures and guidelines for managing grant funds and awards received by the College.

### **Personnel**

Hiring personnel to be paid and funded by any grant/award should be approved by the President's Cabinet.

#### **Time and Effort Reporting**

All employees involved in grant-funded activities shall maintain accurate records of their time and effort spent on such activities as per procedure 3358-6-10-1 and should adhere to federal and state regulations, as applicable.

#### **Employee Additional Compensation**

Any additional compensation provided to an employee for grant-funded activities shall adhere to the Edison State Policy 3358-3-27 Employee Additional Compensation and all related procedures, including proper documentation, approval, and disbursement.

#### **Faculty Involvement**

All personnel considered as faculty for the College who are involved in a grant or award should be properly approved by their respective Dean or the College Provost. Additional compensation for involvement on a grant should adhere to Edison State Policy 3358-3-27 Employee Additional Compensation.

#### **Grant Lead and Team Members**

A designated grant lead chosen to oversee the management and implementation of a grant shall be appointed according to College procedures corresponding to this policy. The designated grant lead must possess budget authority in their current position at Edison State Community College for all grants received over \$100,000 in discretionary funds (non-staff). Any exceptions to this should be approved by the Chief Financial Officer.

The grant lead shall be responsible for coordinating all aspects of the grant, including budget management and compliance. The grant lead should work in collaboration with the Controller's Office to ensure reporting and disbursement compliance within the grant terms.

All employees should exercise responsible, ethical and legally compliant use of grant funds.

### **Compliance with Existing Procurement Policy for Federal Awards**

Federal grants received by Edison State Community College shall adhere to Edison State Policy 3358-6-12, Procurement for Federal Awards, for all procurement activities related to grant funds.

### Compliance Oversight

The grant lead shall oversee compliance with this policy and ensure adherence to federal and state regulations governing grant funds.

Regular audits and reviews may be conducted to assess compliance with grant requirements, including administrative fees, time and effort reporting, and approval processes for large grants.

Any instances of non-compliance shall be promptly addressed and remediated to mitigate risks and maintain the integrity of grant-funded activities.

Non-compliance and/or unethical misuse of grant or award funds may result in disciplinary action up to and including termination and potential referral to an appropriate law enforcement offices.

### Contractual Obligations

All contractual obligations must adhere to the College's Purchasing Policy, Signatory Policy, Capital Expenditures Policy and all related procedures.

Contractual arrangements with consultants using grant dollars must adhere to Fair Labor Standards Act regulations concerning definitions of a consultant and employee.

### Policy Review and Updates

This policy shall be reviewed periodically to ensure alignment with changes in federal and state regulations and Edison State policies governing grant funds.

Any updates or revisions to the policy shall be communicated to relevant stakeholders and implemented in a timely manner.

### **PERSONS AFFECTED**

All Edison State Community College employees.