Northland Community and Technical College

7012.1P Grant Management Procedures

Application Process
Northland Community and Technical College (NCTC) grants must follow the SOP located in Employee Central [http://www.northlandcollege.edu/VirtualOffice/employee_id001/grants/](http://www.northlandcollege.edu/VirtualOffice/employee_id001/grants/).

Successful Grant Award
NCTC grants must be signed by the college president. A grant director, designated by the president, has overall accountability for the grant outcomes. The grant director sends a copy of the grant to the business office. CFO sets up account structure and approved budget in ISRS and forwards to the grant director for review and discussion if appropriate.

Purchase Order Approval and Processing
1. All MnSCU Board Policies and Procedures will be followed [http://www.mnscu.edu/board/policy/index.html](http://www.mnscu.edu/board/policy/index.html) as well as all NCTC Policies and Procedures [http://www.northlandcollege.edu/about/policies/](http://www.northlandcollege.edu/about/policies/)
2. Grant director is responsible for compliance of respective grantor policies and regulations.
3. Grant director or designee is responsible for the completion of MnSCU template contracts that are required per policies. For example – Guest Lecturer and Professional Technical Contracts. [http://www.finance.mnscu.edu/contracts-purchasing/contracts/forms/index.html](http://www.finance.mnscu.edu/contracts-purchasing/contracts/forms/index.html)
4. ALL purchase orders that require quotes, bids, or contracts will be held until documentation is received by NCTC business office.
5. NCTC business office will process purchase order based on directions given by grant director or designee and file in accounts payable files at NCTC business office.

Credit Cards
1. All purchases must be made in compliance with MnSCU policies and procedures.
2. The grant director will be responsible for purchasing cards based on policies and will be the approver for all expenses charged to grant.
3. NCTC Business Office will encumber funds in the PO system to the credit card company in the proper cost center.
4. Grant director or designee will send monthly statement with receipts attached and detail of cost center and object code to NCTC Business Office personnel for chargebacks to cost center.
5. NCTC Business Office will determine if any further documentation for adjustments are needed.

Accounts Payable Payment Processing
1. The grant director will approve all vendor invoices with signature, PO number, and cost center and forward to NCTC business office. Supply and/or equipment packing slips shall be attached to invoice or sent prior to invoice with proper notation of purchase (PO number, cost center).
2. NCTC business office will review PO encumbered amount for sufficient funds and approve expenditures. Discrepancies will be emailed to grant director or designee.
3. If encumbrance and vendor invoices agree, NCTC Accounts Payable will pay all approved vendor invoices in a timely manner.

**Personnel, Payroll, and Employee Expense Reports**
1. Grant director will send CFO all personnel assignments for the ensuing fiscal year by April 1, if possible.
2. CFO will determine if budgets allow the personnel plan. If issues arise, CFO will work with grant director for solutions.
3. Payment of employees will follow college standard processes.
4. Employee expense reports for the grants will follow MnSCU policy and will be reviewed and signed by the employee’s supervisor, then forwarded to payroll department for processing. [http://www.mnscu.edu/board/procedure/519p3.html](http://www.mnscu.edu/board/procedure/519p3.html)
5. Expense reports will be forwarded to the appropriate individual for processing.

**College Internal Chargebacks**
1. Business office personnel will chargeback for printing and copying per NCTC managed printing system rates. Postage and bookstore supplies chargebacks will be charged back monthly.
2. Grant director will be notified when monthly chargebacks are complete.
3. Chargebacks can be viewed through the web-based application of ISRS.

**Receipt of Funds**
1. Advances of grant funds will be receipted by NCTC business office in the proper cost center. Grant director will be notified of receipt of funds.
2. Reimbursement request will be calculated by grant accountant (if applicable) and reviewed and approved by the CFO.
3. An account clerk will properly receipt reimbursement funds.

**Budget Adjustments**
1. Grant director must approve and notify the CFO in writing of any budget adjustments.
2. If in the processing of a purchase order there is insufficient funds noted, the grant director or designee must notify in writing to the CFO the request for the transfer of funds based on grant regulations.
3. CFO will complete budget adjustments, print grant director request and documentation, and attach to budget adjustments. These adjustments will be kept electronically and/or in hard copy.

**Grant Reporting**
1. Grant reporting will adhere to requirements of the respective grant.
2. The grant director is responsible for compliance with sensitive time requirements of the grant and reports those dates to the CFO and grant accountant (if applicable)
3. Grant director, CFO, and grant accountant (if applicable), will meet periodically to discuss matters pertaining to the grant.
Grant Close Out

1. Usually time sensitive, the CFO and the grant director will meet three (3) months prior to close out to discuss budget balances.
2. One month prior to close out the CFO and grant director will meet to monitor the progress, budget balances, and encumbrances.
3. Final closeout reports will be jointly reviewed by the grant director, CFO, and grant accountant (if applicable).

Date of Implementation: 11/14/12
Date of Adoption: 11/14/12
Date & Subject of Revisions: