



Piedmont Virginia Community College

Section II – Administrative General Policy

II – 10.0 Grants Administration Policy

Policy #:	II – 10.0
Effective:	July 28, 2011
Revised:	December 13, 2024
Responsible Dept:	Grants Office Office of Institutional Advancement and Development

1. Purpose

The purpose of this policy is to provide guidelines to ensure proper management and accountability of external-funded projects, including the expenditure on funds, resulting from awards to the College under grants or cooperative agreements.

2. Responsibilities

The Director of Grants is responsible for recommending appropriate grant administration procedures to President's Cabinet and for coordinating the college-wide implementation of approved procedures.

Grant project directors, their supervisors, and others involved in grants are responsible for implementing and following the grant administration procedures instituted by President's Cabinet.

3. Procedures for Implementation

The following grant administration procedures are applicable to federal and state grants (and selectively to corporation and foundation grants as noted).

3.1 Departmental Grant Budget Tracking

Grant project directors maintain up-to-date grant expenditures using AmpliFund. Quarterly, project directors reconcile their grant expenditures to the Business Office grant accounts, either with assistance from Business Office personnel or through direct access of posted transactions in the PeopleSoft/AIS system. The schedule for the quarterly reconciliements is the same as for quarterly updates to Grant Management Plans (see paragraph 6 below), as the completion of each quarterly reconciliation must be noted on the corresponding quarterly GMP.

3.2 Grant Expenditure Approval

Both the director of financial services and the director of grants approve all grant expenditure requests.

3.3 Grant Report Approval

Before submission to grantors, project directors obtain the director of grants' review and approval

of programmatic progress reports (includes corporation and foundation grants).

3.4 Grants Office Recap Report of Grant Budget Status

Quarterly, the Grants Office produces a report listing all active grants, original award amounts, remaining balances at quarter-end, percent months remaining, percent budget remaining, and other information for each grant. The Business Office provides expenditure data to the Grants Office for the report.

Copies are provided to project directors, deans, and President's Cabinet by the end of the month following the end of each quarter.

3.5 Grant Management Plans

Project directors prepare a grant management plan (GMP) for each grant, using the standard GMP template (Word template is on the Forms Central page of the College Website). When a new award is received, the director of grants notifies the project director that a completed GMP is due to be posted in the Grants Shared Folder on the designated IT server and provides the due date (not more than 30 days after the award date). A dean, director, or vice president level administrator approves each new GMP. The director of grants distributes copies to President's Staff.

3.6 GMP Quarterly Updates

Quarterly, project directors provide updates to the status sections of the GMP for their grant. A dean, director, or vice president level administrator approves the update. Project directors post the quarterly GMP updates in Amplifund a minimum of three business days before the scheduled date of the corresponding quarterly review meeting (see paragraph 7 below).

3.7 Quarterly Review Meetings

The Grants Director convenes quarterly review meetings that include the project director and the respective dean, director, or vice president of the organizational unit. The director of financial services may be asked to join the review meetings as needed. At the discretion of the Director of Grants, more frequent or less frequent review meetings may be convened. As warranted, the Director of Grants escalates grant issues to President's Cabinet for review.

3.8 Scope of Work Changes

Scope of work changes, budget amendments, extensions, and any other significant changes to grant projects require approval by the dean/division head, the unit's vice president, and the Director of Grants. The Director of Grants will submit and coordinate the changes with the grantor unless the approvers agree to delegate the responsibility to another employee.

3.9 Handbook of Grant Award Management and Compliance

The Director of Grants maintains a handbook of grant management practices and procedures for training and as a reference guide. The provisions of the handbook are incorporated into this policy by reference. Grant project directors, Business Office personnel, administrators, and other support personnel manage grant projects in accordance with the provisions of the handbook.