

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.043**

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**Title: POLICY ON GRANT APPLICATIONS AND**  
**SPONSORED PROGRAMS**

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The Louisiana Community and Technical College System (LCTCS) and its institutions are committed to teaching excellence and public service. As such, institutions under the management of the Board of Supervisors are encouraged to pursue external funds aimed at furthering the goals of the individual institutions and the LCTCS. The cost-effectiveness and compatibility of specific projects with the college's mission and the System's Strategic Plan should be considered before making application. In all cases, funded projects shall adhere to relevant state policies and procedures, including, but not limited to those of LCTCS.

The LCTCS Office of External Affairs is responsible for development and implementation of activities that result in new resources to address the System's and its institutions top priorities. All resource development activities on the System-level will be coordinated through this division. This division will also serve as the liaison on resource development activities, which includes single projects being undertaken by multiple LCTCS institutions, and the unit is charged with providing technical support to any LCTCS institutions that require assistance in the grant writing or grant management process.

This policy statement sets forth guidelines for the pursuit of multi-institutional grants by System institutions and campuses.

**Exemptions**

This policy does not apply to the Incumbent Worker Training Program and proposals for ongoing projects related to workforce development funds that have been or will be distributed to the LCTCS and its institutions through the Louisiana Department of Labor or other Louisiana State workforce funding sources/agencies.

**Grant Applications**

Each LCTCS community college, technical community college, and technical college campus is encouraged to aggressively seek funding opportunities on the local, state, and national level that are closely matched with the goals and objectives of the institution and System.

As a single institution or campus, each entity is encouraged to pursue unlimited grant applications. However, if more than one LCTCS institution collaborates to develop a multi-institution proposal on behalf of the System or if multiple LCTCS institutions partner with another external stakeholder to generate a proposal, this grant application must be routed through the LCTCS Office to ensure that it supports the goals of the System.

Multi-institution – defined as more than one LCTCS institution. Each LCTCS community college, technical community college and Louisiana Technical College Region is defined as a single entity for the purpose of this policy on grant activities.

The following procedure has been established to manage multi-institution grant proposals where LCTCS institutions and their employees are participating.

1. A grant application may be initiated by any LCTCS employee, with the support of his/her Chancellor/Regional Director or his/her designee.
2. The LCTCS Office or the College Chancellor/Regional Director (or his/her designee) shall prepare the grant proposals. If it is a System-level proposal, the LCTCS may assist in concept development and proposal writing. If it is a college/regional proposal, one of the institution's involved in the consortium is responsible for generating the proposal, but may consult with the System for technical support as needed.
3. All grant submissions that include two or more LCTCS institutions shall be routed through the System Office for review and approval for submission to the grantor. Further, the LCTCS reserves the right to work with the institutions to ensure that the fiduciary lead is capable of managing the grant budget. In addition, the LCTCS may make recommendations on the coordination of the overall activities of the grant submission and administration to ensure that goals and objectives are achieved.
4. If an institution is considering pursuit of a multi-institution proposal within the LCTCS, the lead institution must contact the LCTCS Office of External Affairs and provide a copy of the Solicitation for Applications/Request for Proposals for the prospective project to staff. This will allow the staff to review the parameters of the proposal prior to receiving the final document that will be submitted for authorization for submission.
5. If the proposal includes more than one LCTCS institution, as defined in this policy, the proposal must be routed for approval through organizational channels, whether it is originated at the System level or the institutional level. The proposal will be reviewed in terms of the scope of the project, the commitment of support, including matching funds where applicable, and shall verify that the support is consistent with the System and college/region priorities.
6. Any multi-institution proposal generated, must be submitted to the LCTCS Office at least one month prior to the deadline for submission to the grantor, which will allow the System time to conduct a technical review of the proposal, make recommendations for modifications if applicable, and sign the authorization allowing the multi-institution proposal to proceed. The LCTCS coordinator of institutional grants is responsible for coordinating this process. If the lead institution cannot submit the document within the timeframe designated, the contact must notify the External Affairs division to reach mutual agreement on an alternate date for submission.

7. The System President, Vice President for External Affairs, or their designees are authorized to sign off on the multi-institution grant applications. Proposals cannot be submitted to the grantor on behalf of a multi-institution collaborative without receiving this approval. Sign-off on grants for submission to the funder/grantor will take place within 48 hours of the initial receipt of the finalized document.

### **Sponsored Programs (and Contracts associated with the Programs)**

The Louisiana Board of Regents has established a number of programs aimed at promoting quality and teaching excellence as well as research and collaboration. The System supports its institutions aggressively pursuing funds associated with these programs. However, in an effort to ensure that the proposal submissions are of the highest quality, the System Office will provide technical assistance to support these submissions.

Beginning in FY 2007-08, all proposals submitted to the Board of Regents on behalf of any LCTCS institution for funding shall be routed through the LCTCS Office for authorization prior to submission. One month prior to the deadlines for submission for competitions established by the Board of Regents the institution shall prepare a brief grant concept paper (template to be provided by the LCTCS), which will include the following information: overview and scope of the project, as well as the budget request. If the institution cannot submit the concept paper to the LCTCS within the timeframe designated, the contact must notify the External Affairs division and the parties shall mutually agree on an alternate date for submission.

Contracts associated with these initiatives, which outline the award parameters, shall be routed from the college/region to the Office of External Affairs to sign off on behalf of the System.