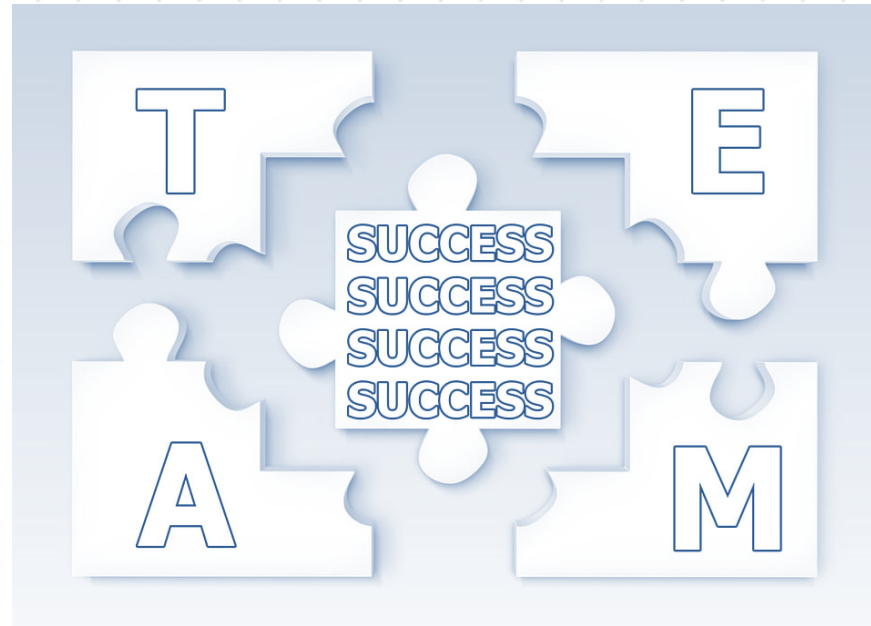


# Grant Coordinator Training



Grants and Resource Development

# Training Objectives

1. To Communicate the Role of Grants and Resource Development (GARD)
2. To Provide Guidance on GARD Processes
3. To Ensure Compliance With Blinn College Policies and Procedures
4. To Ensure Compliance With Federal & State Grant Regulations

# Blinn College Grants and Resource Development

## Mission

Our mission is to encourage faculty and staff to develop successful grant proposals, primarily to federal, state, and private sources; to obtain grants that support Blinn College's Strategic Plan related to instructional improvement; and to foster effective implementation of grants once funded.

# Blinn College Grants and Resource Development

## Vision

- Identify sources of federal, state, local, and private funding
- Facilitate the development of project type such as competitive grants, formula grants, continuation grants, or pass-through grants
- Ensure that RFA/RFP are realistic and can be easily managed; and
- Provide training for faculty and staff members on grant development and internal review processes.

# Blinn College Grants and Resource Development Training Requirements

- All faculty and staff who intend to apply, utilize, monitor, coordinate, or collaborate on grant projects must have completed this training within the past twelve months before a grant request will be considered.
- Grant Coordinators with active grants must complete the Grants and Resource Development Training on an annual basis to remain eligible to coordinate their grant project for the College.

# Blinn College Grants and Resource Development

## Grant Stakeholder Roles

### Grant Coordinator(s)

- Request, prepare, develop, and submit (if authorized) grant applications or contract proposal requests for external funding
- Complete and retain grant request and development related forms for documentation of grant research and request review and approval by Director of Grants and Resource Development
- Complete and retain conflict of interest forms
- Notify the Grant and Foundation Accountant of any new grants awarded
- Create a SharePoint site to maintain all grant related files and provide the Director of Grants and Resource Development access
- Maintain project files, records, and related information on a schedule according to the length of time required by the sponsoring agency for assigned grants
- Communicate with individual agency officers as needed
- Identify, communicate, and document the grant's contractual requirements to stakeholders
- Maintain and utilize a grant specific compliance spreadsheet to ensure programmatic reporting requirements are in compliance with grant contracts
- Create grant specific procedural documents and maintain for retention and programmatic reporting tracking
- Monitor and review program activity monthly to ensure activity is in accordance with grant requirements
- Create, obtain approval from the Director of Grants and Resource Development, submit to funding agency, and maintain programmatic progress reports based on the required frequencies
- Ensure the performance of allowable activities and disallowable costs associated with tracking grants



# Blinn College Grants and Resource Development

## Grant Stakeholder Roles Cont.

Director of Grants and Resource Development	Grant and Foundation Accountant
<ul style="list-style-type: none"> <li>Oversee Grant Coordinator's activities during the grant application and post award processes</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the chart of accounts within Banner and ensure the appropriate allocation of account balances</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all Grants Coordinators attend annual training</li> </ul>	<ul style="list-style-type: none"> <li>Verify reimbursement funding is in compliance and agrees to the funding request</li> </ul>
<ul style="list-style-type: none"> <li>Retain final approved grant applications in the local shared drive</li> </ul>	<ul style="list-style-type: none"> <li>Monthly/quarterly/annually (depending on the required reporting frequency), review the general ledger to ensure appropriate use of grant funds</li> </ul>
<ul style="list-style-type: none"> <li>Ensure grant contracts are reviewed and approved by appropriate College Administrators, including the Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>Prepare budgets and financial reports timely and consistently</li> </ul>
<ul style="list-style-type: none"> <li>Review grant application and post-award activities performed by Grant Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve any funds returned to the grantor and communicate these returns to the Vice Chancellor of Business and Finance/Chief Financial Officer</li> </ul>
<ul style="list-style-type: none"> <li>Perform annual review(s) to ensure documentation for each grant is maintained appropriately by Grant Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring grant utilization is appropriately monitored and reported</li> </ul>
<ul style="list-style-type: none"> <li>Review programmatic progress reports created by Grant Coordinators, before submission to the grantor</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and track all grant related assets</li> </ul>
<ul style="list-style-type: none"> <li>Review and approve all final reports and funding requests to ensure activities were completed in compliance with grant requirements and prior to grant closeout</li> </ul>	

# Blinn College Grants and Resource Development

## Grant Stakeholder Roles Cont.

Assistant Vice Chancellor, Grants, Resource Development, & Institutional Research and Effectiveness	Executive Vice Chancellor	Vice Chancellor Business and Finance/Chief Financial Officer
<ul style="list-style-type: none"> <li>Review and approve grant applications and contracts prior to being submitted to Executive Vice Chancellor for review</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve grant applications and contracts prior to being submitted to Legal Counsel for review</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve any conflict of interest disclosures where a potential conflict has been identified.</li> </ul>
<ul style="list-style-type: none"> <li>Oversee the Grants and Resource Development Department</li> </ul>	<ul style="list-style-type: none"> <li>Oversee processes maintained by the Grants and Resource Development Department</li> </ul>	<ul style="list-style-type: none"> <li>Oversee grant accounting function</li> </ul>

Legal Counsel	Chancellor
<ul style="list-style-type: none"> <li>Review and evaluate each grant application prior to submission to the Chancellor to ensure the terms and conditions are favorable to the College</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve grants applications prior to being submitted to the grantor to ensure the grant aligns with The College's strategic plan</li> </ul>
<ul style="list-style-type: none"> <li>Review and approve any conflict of interest disclosures where a potential conflict has been identified.</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve each awarded contract prior to executing the contract requirements</li> </ul>



# Blinn College Grants and Resource Development

## Grant Funding Search

GARD can help identify funding opportunities for your project.

- Visit the [Funding Opportunities/Resources](#) section of the GARD website to view potential funding sources

Complete the **Grant Funding Search Request Form** located on the [GARD webpage](#).

# Blinn College Grants and Resource Development

## Grant Funding Search Request Form



### Grant Funding Search Request

\* = required field  
Some content may be updated based on selection

Complete this form if you would like the Grants and Resource Development Department to search for funding opportunities for a specific Grant or Resource Development project.

#### Requestor:

First Name:

Last Name:

Title:

Email Address:

Phone Number:

#### Grant Request Information:

- Purpose of Grant Request:
- Student support services
  - Academic support
  - Equipment/Capital Improvement
  - Scholarships
  - Program or Curriculum development
  - Training or Apprenticeship
  - Other

Desired Funding Amount:

Collaborations:

Project Description:  
*Summarize the project goals.*

Please describe how the proposed grant project aligns with the Blinn College District strategic plan:

#### Roles and Responsibilities:

*I understand that if a funding opportunity is identified I am responsible for developing the grant proposal and budget. I understand that the Grants and Resource Development Department will assist with proposal review, editing, submission, and the identification of other sources of potential support, as needed. I also understand that the proposal needs to be completed at least 7 (Seven) business days prior to the grant submission deadline to allow time for final internal review and approval.*

(click to sign)

Signature

Date

# Blinn College Grants and Resource Development

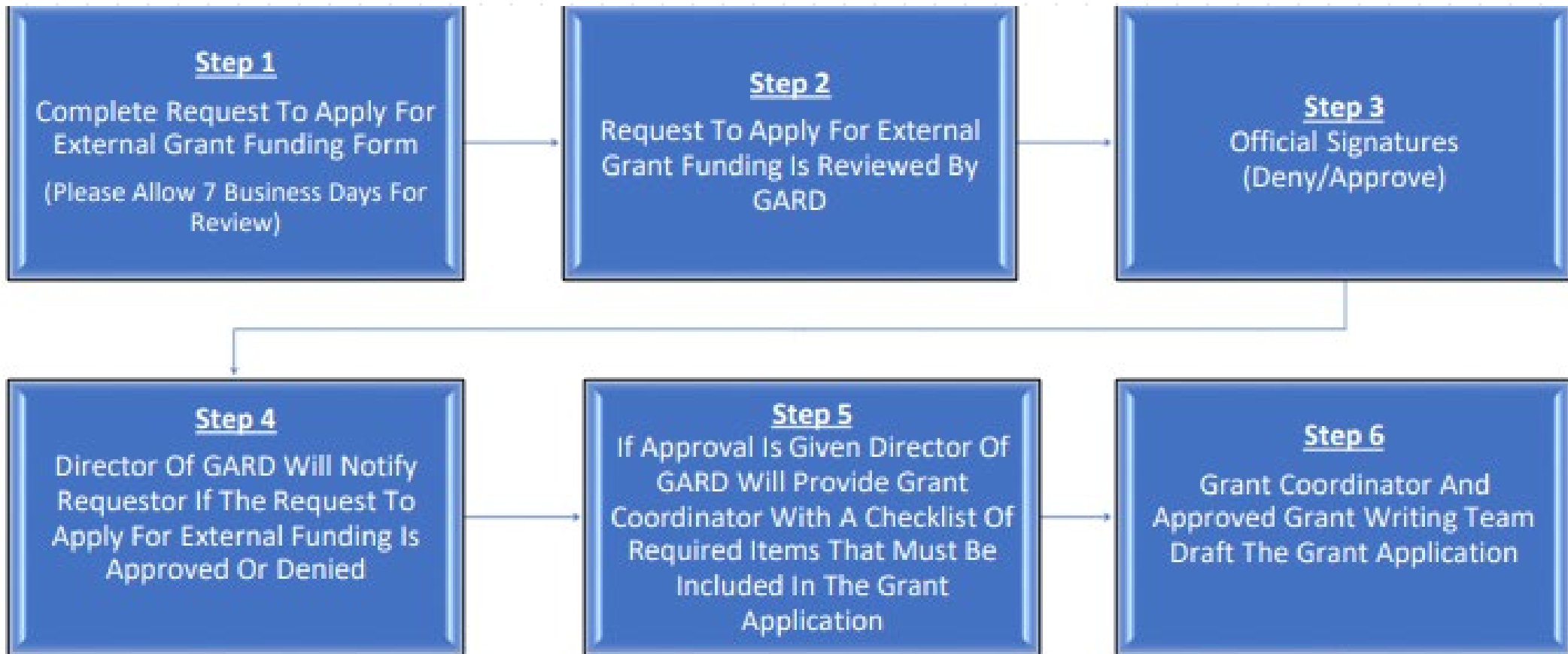
## Grant Application Process

GARD has developed a review and approval process that ensures that all grant applications:

- Align with the [College District's Strategic Plan](#)
- Support the College District's purpose or educational activities
- Allow for institutional control of the administration of the project

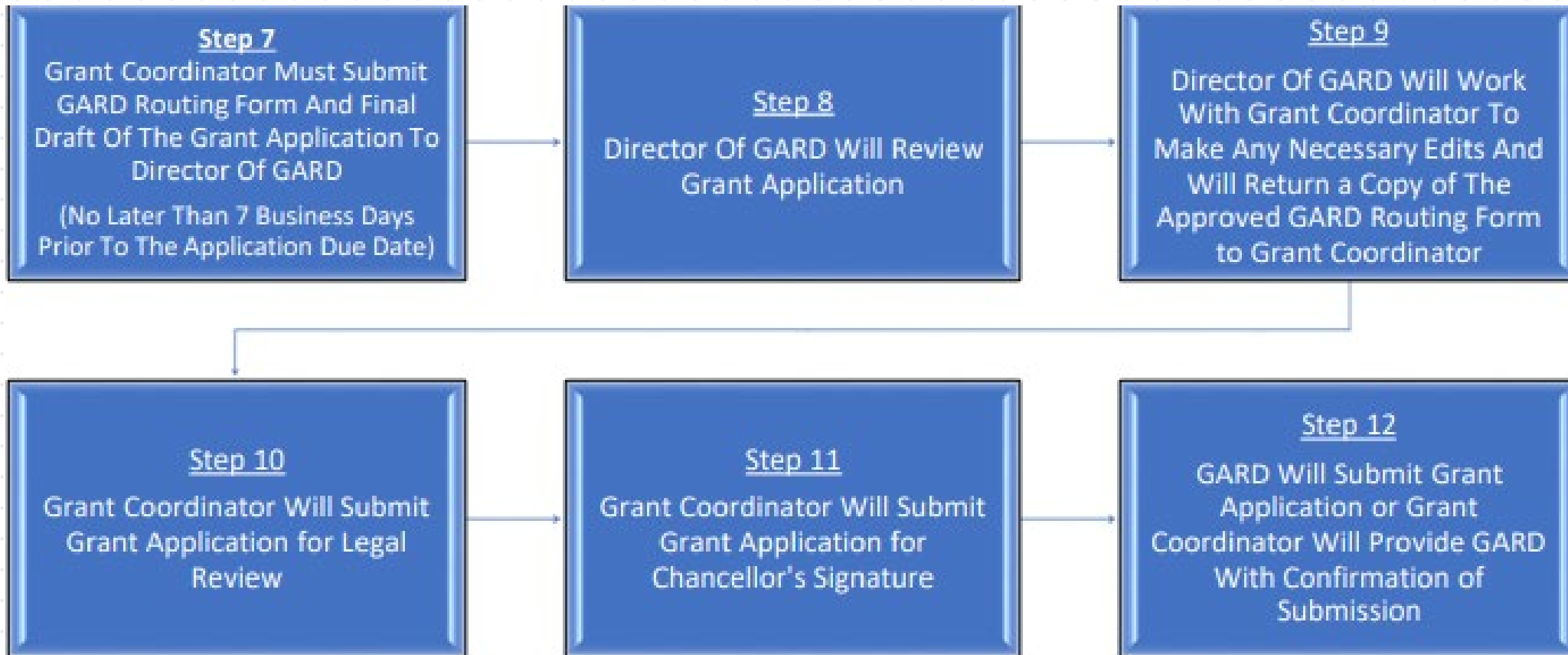
# Blinn College Grants and Resource Development

## Grant Application Process



# Blinn College Grants and Resource Development

## Grant Application Process Cont.



# Blinn College Grants and Resource Development

## Grant Application Process Forms – Request to Apply for External Grant Funding

Timer Hide  
43 minutes

\* = required field  
Some content may be updated based on selection



### Request to Apply for External Grant Funding

This form must be completed and approved by Grants and Resource Development before work begins on the drafting of the grant application. The questions below identify fundamental considerations for evaluating potential grant opportunities. Once completed, submit this form with a copy of the Request for Application (RFA) to the Grants and Resource Development Department.

#### Requestor:

First Name:

Last Name:

Title:

Email Address:

Phone Number:

Campus:

#### Project Information:

Proposed Grant Coordinator:

Proposed Grant Co-Coordinator:

Proposed Grant Title:

Proposed Funding Agency:

Proposed Funding Period:

Submission Deadline:

Proposed Grant Writing Team:

Estimated Funding Amount:

Grant Type:

Project Type:

Purpose of Grant Request:

- Student support services
- Academic support
- Equipment/Capital Improvement
- Scholarships
- Program or Curriculum development
- Training or Apprenticeship

Other

Project Description:  
Summarize the project goals.

Please describe how the proposed grant project aligns with the Blinn College District strategic plan:

#### Project Personnel:

If known, indicate key personnel for the project. Include names or titles of positions required, nature of participation, and estimated percentage of time that will be devoted to the project.

Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>
Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>
Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>

Will this project require Release time?

Will this project require new staff?

#### Collaborations:

Will the project involve partners?

Is Blinn College a sub-recipient on the grant project?

What other Blinn College departments will the grant impact?

#### Budgetary Considerations:

Is Blinn College the fiscal agent on the grant?

Are matching funds required?

Is the College required to continue the project with its own resources after the grant ends?

Are there administrative fees/indirect costs included in the grant?

#### Facilities and Equipment:

Will additional equipment or special purchases be needed?

Will additional technology/equipment and its support be needed?



# Blinn College Grants and Resource Development

## Grant Application Process Forms – Request to Apply for External Grant Funding

Where will the project take place? -- Please Select --

### Reporting Requirements:

Please describe the reporting requirements of the grant.

### Supervisor Information:

Enter your supervisor's email address:

First Name:

Last Name:

### Roles and Responsibilities:

I understand that if a funding opportunity is identified I am responsible for developing the grant proposal and budget. I understand that the Grants and Resource Development Department will assist with proposal review, editing, submission, and the identification of other sources of potential support, as needed. I also understand that the proposal needs to be completed at least 7 (Seven) business days prior to the grant submission deadline to allow time for final internal review and approval.

(click to sign)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Supervisor Section

First Name:

Last Name:

By signing this form, I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

Enter your vice chancellor's email address:

First Name:

Last Name:

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Vice Chancellor Section

First Name:

Last Name:

By signing this form, I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### GARD Director Approval:

First Name:

Last Name:

Signature \_\_\_\_\_

Date \_\_\_\_\_

### GARD AVC Approval:

First Name:

Last Name:

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Executive Vice Chancellor Approval:

First Name:

Last Name:

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Blinn College Grants and Resource Development

## Grant Application Process Forms – Submission Routing

Timer Hide  
31 minutes

\* = required field  
Some content may be updated based on selection



### Grant Application Submission Routing Form

Once completed, submit this form along with the grant application and all associated attachments (in a single file) to the Grants and Resource Development Department at least 7 (SEVEN) business days prior to the application due date. Failure to submit an approved form with your application may result in the College not accepting or approving the grant application request.

<b>Grant Coordinator:</b>	<b>Grant Co-Coordinator:</b>
First Name: <input type="text" value="Cathy"/>	First Name: <input type="text"/>
Last Name: <input type="text" value="Boeker"/>	Last Name: <input type="text"/>
Email Address: <input type="text" value="cathy.boeker@blinn.edu"/>	Email Address: <input type="text"/>
Phone Number: <input type="text"/>	Phone Number: <input type="text"/>
Grant Title: <input type="text"/>	
Submission Deadline: <input type="text"/>	
Location of Grant Activity: <input type="text"/>	
Department Administering Grant: <input type="text"/>	
Funding Agency: <input type="text"/>	
Grant Type: <input type="text" value="-- Please Select --"/>	
Project Type: <input type="text" value="-- Please Select --"/>	

### Budget Information

Grant Funding Period:  to:

Total Proposed Budget:

Indirect Costs or Administrative Costs Amount Included in Total Budget:

Are Matching funds required?

Is the College required to continue the project with its own resources after the grant ends?

### Staffing Information

(List the number of new staff/faculty positions or stipends that will be created for this grant):

Full-Time Faculty:

Part-Time Faculty:

Full-Time Staff:

Part-Time Staff:

Stipend:

Are additional workspaces needed?

### Collaborations

Will the project involve partners?

Is Blinn College a sub-recipient on the grant project?

What other Blinn College departments will the grant impact?

### Grant Information

Briefly describe how the proposed grant project aligns with the Blinn College District strategic plan:

Upload the completed grant application and all associated attachments in one file:

(click to sign)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Director of GARD

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Assistant Vice Chancellor GARD

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Executive Vice Chancellor

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Blinn College Grants and Resource Development

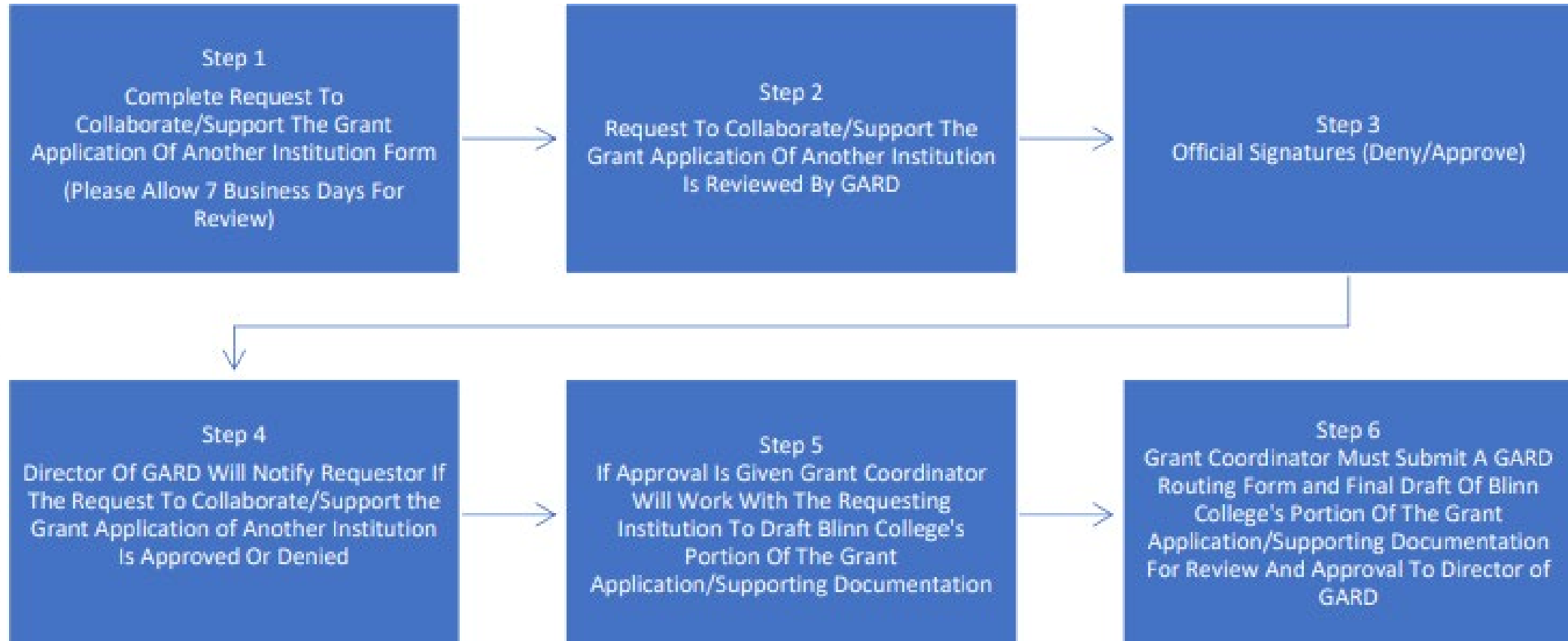
## Grant Collaboration and Support Request Process

GARD has developed a review and approval process that ensures that all collaborations and support of grant applications of other institutions:

- Align with the [College District's Strategic Plan](#)
- Support the College District's purpose or educational activities
- Allow for institutional control of the administration of the College District's portion of the project

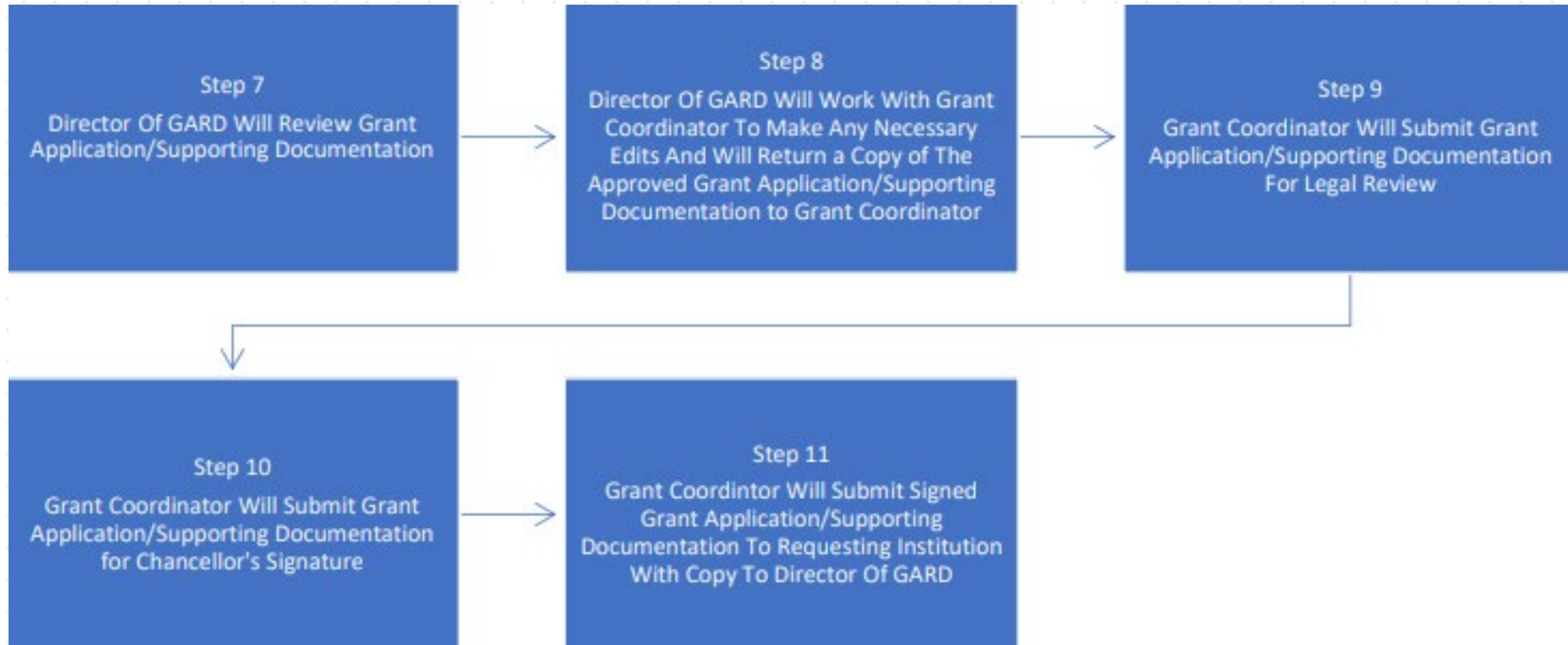
# Blinn College Grants and Resource Development

## Grant Collaboration and Support Request Process



# Blinn College Grants and Resource Development

## Grant Collaboration and Support Request Process Cont.






# Blinn College Grants and Resource Development

## Request To Collaborate/Support The Grant Application Of Another Institution Form

**Timer** Hide  
45 minutes

\* = required field  
Some content may be updated based on selection



### Request to Collaborate On or Support the Grant Application of Another Institution

---

**Requestor:**

First Name:   
Last Name:   
Title:   
Email Address:   
Phone Number:   
Campus:

---

**Grant Information:**

Proposed Blinn College Grant Coordinator(s):

Institution(s) Requesting Collaboration or Support:

Proposed Grant Title:

Proposed Funding Agency:

Grant Submission Deadline:

Proposed Funding Period:

Blinn College Response Deadline:

Estimated Total Grant Funding Amount:

Estimated Blinn College Portion of Grant Funding Amount:

Proposed Blinn College Role in the Grant:

Grant Type:

Purpose of Grant Request:

- Student support services
- Academic support
- Equipment/Capital Improvement
- Scholarships
- Program or Curriculum development
- Training or Apprenticeship
- Other

**Project Description:**  
Summarize the project goals.

**Description of Blinn College's Proposed Role:**  
Summarize the expectations of Blinn College in this project.

Please describe how the proposed grant project aligns with the Blinn College District strategic plan:

**Project Personnel:**

If known, indicate key personnel for the project. Include names or titles of positions required, nature of participation, and estimated percentage of time that will be devoted to the project.

Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>
Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>
Name: <input type="text"/>	Estimated Percentage of Time: <input type="text"/>

Will this project require Release time?

Will this project require new staff?

**Collaborations:**

What other Blinn College departments will the grant impact?

**Budgetary Considerations:**



# Blinn College Grants and Resource Development

## Request To Collaborate/Support The Grant Application Of Another Institution Form

Who is the fiscal agent?

Are matching funds required from Blinn College?

Is Blinn College required to continue the project with its own resources after the grant ends?

Are there administrative fees/indirect costs included in the grant that Blinn College would be eligible for?

**Facilities & Equipment:**

Will additional equipment or special purchases be needed?

Will additional technology/equipment and its support be needed?

Where will the project take place?

**Reporting Requirements:**

Please describe the reporting requirements for Blinn College in the grant.

---

**Dean/Director Information:**

Enter your supervisor's email address:

First Name:

Last Name:

---

**Roles and Responsibilities:**

*I understand that I am responsible for working with the proposed grant partners to develop the grant proposal and budget. I understand that the Grants and Resource Development Department will assist with proposal review, editing, submission, and the identification of other sources of potential support, as needed. I also understand that the proposal needs to be completed at least 7 (Seven) business days prior to the Blinn College response deadline listed above to allow time for final internal review and approval. Items that are checked as "unknown" will need to be addressed prior to final approval.*

•

(click to sign)

Signature  Date

---

**Dean/Director Approval:**

By signing this form, I approve Blinn College's participation in this proposed grant project, in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

First Name:  Last Name:

Enter your Vice Chancellor's email address:

First Name:

Last Name:

•

Signature  Date

### Vice Chancellor Approval:

By signing this form, I approve Blinn College's participation in this proposed grant project, in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

First Name:  Last Name:

•

Signature  Date

### GARD Director Approval:

By signing this form, I approve Blinn College's participation in this proposed grant project, in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

First Name:  Last Name:

•

Signature  Date

### GARD AVC Approval:

By signing this form, I approve Blinn College's participation in this proposed grant project, in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

First Name:  Last Name:

•

Signature  Date

### Executive Vice Chancellor Approval:

By signing this form, I approve Blinn College's participation in this proposed grant project, in support of the mission vision, and core values of the Blinn College District.

If you do not approve, please use the Return for Revision button at the bottom of the form.

First Name:  Last Name:

•

Signature  Date

# Blinn College Grants and Resource Development

## Request To Collaborate/Support The Grant Application Of Another Institution Form – Submission Routing



### Collaboration or Support of the Grant Application of Another Institution Submission Routing Form

Once completed, submit this form along with the Blinn College portion of the grant application and all associated attachments (in a single file) to the Grants and Resource Development Department at least 7 (SEVEN) business days prior to the Blinn College response deadline. Failure to submit an approved form with your application may result in the College not accepting or approving the request.

#### Grant Coordinator:

First Name:

Last Name:

Email Address:

Phone Number:

Institution(s) Requesting Collaboration or Support:

Funding Agency:

Grant Title:

Blinn College Department Administering Grant:

Blinn College Response Deadline:

Location of Grant Activity:

Grant Type:

Blinn College Role:

#### Grant Co-Coordinator:

First Name:

Last Name:

Email Address:

Phone Number:

#### Budget Information

Who is the Fiscal Agent?

Grant Funding Period:  to:

Total Proposed Funding Amount:

Blinn College Portion of the Funding Amount:

Indirect Costs or Administrative Costs Amount included in Blinn College Portion of the Budget:

Are Matching funds required from Blinn College?

Is Blinn College required to continue the project with its own resources after the grant ends?

#### Staffing Information

List key Blinn College personnel for the project. In addition, please list any stipends or release time required for the Blinn College personnel listed above:

Name:	Title	Role in this Project	Estimated Percentage of Time	Stipend	Release Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List the number of new faculty/staff positions that will be created for this grant:

Full-time Faculty:

Part-time Faculty:

Full-time Staff:

Part-time Staff:

Are additional workspaces needed?

# Blinn College Grants and Resource Development

## Request To Collaborate/Support The Grant Application Of Another Institution Form – Submission Routing

### Grant Information

Briefly describe how the proposed grant project aligns with the Blinn College District strategic plan:

Upload the completed grant application and all associated attachments in one file:

Signature Date

### Director of GARD

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature Date

### Assistant Vice Chancellor GARD

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature Date

### Executive Vice Chancellor

First Name:  Last Name:

I approve the submission of this proposal in support of the mission vision, and core values of the Blinn College District.

Signature Date

# Blinn College Grants and Resource Development

## Post Grant Award Process





# Blinn College Grants and Resource Development

## Grant Funding Potential Conflict of Interest Form

Timer Hide  
41 minutes  
\* = required field



### Grant Funding Potential Conflict of Interest

Complete this form if you will be serving as Grant Coordinator for a grant that has been awarded.

Grant Coordinator:

Grant Title:

Email Address:

Phone Number:

Campus:

Grant Period:

Type of Disclosure:

Supervisor's Email:

Please answer the following questions honestly and to the best of your ability.

- \*  During the grant period do you or a member of your immediate family have a significant financial interest in a publicly or non-publicly traded entity, that when aggregated, equals, or exceeds \$5,000 that could affect your ability to objectively execute your Blinn College responsibilities related to this grant? (New employees should report remuneration and/or equity interests received in the last 12 months and during the current grant period).
- \*  During the grant period will you be reimbursed by an entity other than Blinn College, either directly or on your behalf, for any external travel that is related to your institutional responsibilities? (New employees should report the value of extramural travel (paid directly to you or on your behalf) in the last 12 months and during the grant period).
- \*  Will the value of intellectual property rights (e.g., patents, copyrights, trademarks), upon receipt of income to you and/or your immediate family, during the grant period, equal or exceed \$5,000 (New employees should report intellectual property rights received in the last 12 months and during the grant period).
- \*  During the grant period, do you or an immediate family member intend to use the services of Blinn College students or personnel for whom you have supervisory or evaluative responsibilities at Blinn College, in carrying out any outside activities?
- \*  During the grant period do you intend to use other Blinn College resources (e.g., equipment, facilities, and supplies) or services (including information technology resources) in carrying out any outside activity?
- \*  During the grant period will you hold, or do you expect to run for political office?
- \*  During the grant period do you intend to commit Blinn College resources (i. e. personnel, materials and supplies, equipment use, departmental or project funds) to purchase goods and services from or provide services to any entity in which you or your immediate family member: a) are an officer, partner, or proprietor of the entity, b) have a material interest (direct or indirect ownership) of 5% or more of the total assets or capital stock of any business entity, and/or c) report proposed subcontract sponsored funding activity to the College from any entity owned or managed by you and/or your immediate family members.
- \*  Are you performing an outside activity that could lead a person to believe that a conflict may exist, or that you otherwise wish to report, (e.g.: consulting activities, board membership, expert witness, company officer)? If you are an independent consultant, please indicate "independent consultant" in the description of the activity and the name of each entity for whom you are performing consulting services.

Note: If you answer "Yes" to any of the above questions, additional information will need to be provided.

Additional Information:

#### Certification:

I certify that the outside employer(s) or recipient(s) of services understand that I am engaging in such outside activity as a private citizen, not as an employee, agent, or spokesperson of Blinn College. I further certify that the statements and disclosures provided herein are current, accurate, and complete, and understand that any false or misleading representations may result in disciplinary action.

#### REMINDER TO THE DISCLOSURER

- \* If you have more than one activity for each question, you will need to complete a separate disclosure for each activity.

- \* If all responses are "NO" to questions 1-8, please forward this form to your immediate supervisor (as Reviewer #1) to initiate its internal review process. Signature by Reviewer #2 is also required.
- \* Please remember to include, as applicable, any required additional information for all positive responses and such information is added to this form as an attachment. Forms containing any positive (YES) responses will need to be reviewed by the Vice Chancellor Business and Finance/Chief Financial Officer and Blinn College Legal Counsel.
- \* If a change occurs at any time during the grant period, such change must be reported within 30 days of discovering, acquiring, or committing to a new financial interest or commitment.

(click to sign)

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Reviewer # 1: (Discloser's direct supervisor)

First Name:

Title:

Campus:

Supervisor's Email Address:

Last Name:

Department:

Please choose the appropriate option:

- No conflict
- Conflict identified: Monitoring Plan for Potential COI, Request for an Exemption/Disclosure form, or both are required
- Unapproved conflict (Please provide details below)

Comment:

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Reviewer # 2: (Supervisor of Discloser's direct supervisor)

First Name:

Title:

Campus:

Last Name:

Department:

Please choose the appropriate option:

- No conflict
- Conflict identified: Monitoring Plan for Potential COI, Request for an Exemption/Disclosure form, or both are required
- Unapproved conflict (Please provide details below)

Comment:

Signature \_\_\_\_\_ Date \_\_\_\_\_

CFO (if applicable)

# Blinn College Grants and Resource Development Grant Funding Potential Conflict of Interest Form Cont.

First Name:  Last Name:

If you approve, please choose Yes and sign and submit the form.

If you do not, please click Return for Revision at the bottom of this form.

Do you approve this form? \* -- Please Select --

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Counsel (if applicable)

First Name:  Last Name:

If you approve, please choose Yes and sign and submit the form.

If you do not, please click Return for Revision at the bottom of this form.

Do you approve this form? \* -- Please Select --

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

First Name:  Last Name:

\*

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Blinn College Grants and Resource Development

## Grant Monitoring Process

The ownership of the grants monitoring process belongs to Grant Coordinators and oversight of this process is performed by the Director of GARD.

- Grant Coordinators are responsible for maintaining all grant documentation on the College's local drive, with access given to the Director of GARD.
- Grant Coordinators will maintain a **Grant Specific Compliance Spreadsheet** for each grant they oversee.
- Each Grant Coordinator's spreadsheet will be reviewed and updated as needed.
- The Director of GARD will perform a regular review of each Grant Coordinator's spreadsheet(s) to ensure timeliness, uniformity, and compliance.

# Blinn College Grants and Resource Development

## Grant Monitoring Process Cont.

After a grant is awarded, award documents are carefully read by Grant Coordinators. Grant Coordinators identify and communicate the grant's contractual requirements to the various stakeholders throughout the College as part of the contracting process.

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### **The information identified and communicated should include the following:**

- Funding Priorities and Usage
- Consultants and Subcontractors
- Allocation Methods for Administrative Costs
- Financial Assistance
- Time and Effort
- Terminology
- Programmatic Reporting Requirements
- Coordination with Additional Departments if Necessary
- Close Out Requirements

# Blinn College Grants and Resource Development

## Grant Monitoring Process Cont.

Information identified and communicated is documented and tracked in the **Grant Specific Compliance Spreadsheet** to ensure programmatic reporting requirements are met, submitted timely, and are in compliance with the grant contract.

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- The grant specific compliance spreadsheet is centrally stored in a local shared drive and updated by Grant Coordinators.
- The Director of GARD shall be given access to the shared drive where the grant documents are stored.
- Grant Coordinators should utilize the grant specific compliance spreadsheet in tandem with the grant award documents to ensure compliance with the terms of the grant.

# Blinn College Grants and Resource Development

## Grant Specific Compliance Spreadsheet

GARD File No.	Grant Title	Blinn Grant Coordinator/Co-Coordinator	Funding Agency	Date Awarded	Req. #	Requirement	Frequency	Due Date	Responsible Party	Requirement Satisfied	Notes
FY23-002	Example Grant #1	Example Staff	THECB	7/1/2023	1	Biannual Report Report Period: September 2023- February 2024	Once	3/31/2024	Example Staff	3/31/2024	Reporting Requirements can be found in Appendix J (pg. 67) of RFA
					2	Final Report Report Period: March 2024 - August 2024	Once	9/30/2024	Example Staff		
					3	Expenditure Report Report Period: September 2023 - November 2023	Quarterly	1/5/2024	Example Staff	1/5/2024	
					4	Expenditure Report Report Period: December 2023 - February 2023	Quarterly	3/31/2024	Example Staff	3/31/2024	
					5	Expenditure Report Report Period: March 2024 - May 2024	Quarterly	6/30/2024	Example Staff		
					6	Expenditure Report Report Period: June 2024 - August 2024	Quarterly	9/30/2024	Example Staff		
					7	Property Inventory and Disposition Report	Once	9/30/2024	Example Staff		

# Blinn College Grants and Resource Development

## Grant Programmatic Reporting

Grant Coordinators are required to create and maintain programmatic progress reports. These progress reports are given to the grantor and describe the project status and accomplishments.

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- Reporting requirements vary for each individual grant.
- The reports are reviewed by the Director of GARD prior to submission.
  - The review process is completed in a timely manner that allows the reviewer a week's time to turn the review around.
- Reports will be maintained in accordance with the College's data retention schedule within the local shared drive.



# Blinn College Grants and Resource Development

## Grant Close-Out

- The Grant and Foundation Accountant and the Director of GARD review and approve all final reports to ensure all activities were completed in compliance with grant requirements and prior to grant closeout.
- The Grant and Foundation Accountant and the Director of GARD also review and approve any funds returned to the grantor and communicate these returns to College Administration.
- Grant Coordinators maintain project files on a schedule according to the length of time required by the sponsoring agency. The retention will additionally be kept on schedule to meet any federal compliance standards. Any academic or administrative department also maintains a copy of all files locally.



# Blinn College Grants and Resource Development

## GARD Contact Information

Please contact a member of the GARD staff for any questions that you may have regarding the information contained in this training.

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**Vacant**

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Administrative Assistant

# Blinn College Grants and Resource Development

## Completion Acknowledgement

To receive credit for this training, please complete the completion acknowledgment form at the link below.

[Training Completion Acknowledgment Form](#)