

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

4.10170 DR

EXTERNAL FUNDS

4.10170 DR

The district grant manual will serve as the procedure for proposals for external funds.

The availability of external funds should not determine the educational plan and policies of the district. However, where federal or other funds can be used to supplement district resources in meeting the goals of its educational plan, the district should seek those funds. The director of development will be responsible for the implementation of the following regulations.

I. Proposals

- A. The director of development will seek up-to-date information on the availability of external funds and will disseminate information to the colleges. The district development office will also be responsible for the procedure which insures appropriate coordination, review, and approval of externally funded proposals.
- B. The college administrators will have the responsibility for preparing all proposals, including student financial aid applications, requesting funds for their respective institutions. They will also submit a memo of intent to apply for funds to the development office prior to the submittal of the proposal.
- C. The director of development will have the responsibility of reviewing prepared proposals and recommending to the chancellor for his approval all proposals initiated. The review will include an evaluation and recommendation from the sponsored programs fiscal office. In no case will any proposal be submitted to any funding agency without the signature of the director of development.

II. Approved Proposals

- A. If the proposal is approved by the funding agency and requires a formal written contract, it will be the responsibility of the director of accounting to review the contract, if appropriate, and submit it to the district counsel for review. When the contract is finalized, it will be presented to the chancellor for his approval.
- B. When the proposal/contract is implemented, the campus will have the responsibility of furnishing the all financial information as required by the funding agency. The sponsored programs fiscal office will prepare the required fiscal reports and forward them to the funding agency.
- C. The campus will furnish operational report information as required by the funding agency to the development office who will then submit the report.

Approved: Chancellor
September 10, 1974