

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

6.25070 DR

EDUCATIONAL DEVELOPMENT GRANTS

6.25070 DR

Reference: 2.15080 DR

In accordance with board policy, the chancellor is authorized to administer a program of educational development grants (EDG). The implementation of the program will rest with the vice chancellor for educational services who recommends annually to the chancellor an allocation of funds for the educational development grants program. Such funds will be identified as part of the educational services budget each year in accordance with 2.15080 DR. In order to assure proper coordination of grants, the following procedure will apply:

A. Eligibility

Applicants will be full-time employees of the district. Employees may apply individually or in conjunction with other district personnel; applicants are encouraged to develop interdisciplinary and interinstitutional proposals. Funds may not be allocated as stipends for administrators or staff personnel who work on EDG projects during normal working hours. Overtime work by administrators and staff, however, is eligible for budget allocation.

B. Educational Development Grants Review Committee

1. The EDG review committee will be chaired by the vice chancellor of educational services.
2. The college deans of academic affairs will be members of the committee.
3. Each college will have two faculty representatives on the committee.
4. The records of the committee will be kept in the office of educational services.
5. The vice chancellor of educational services, as committee chair, will provide appropriate materials to interested employees.

C. Proposals

1. Proposals should be submitted on the appropriate forms (see attached) to the vice chancellor of educational services.
2. Proposals should be adequately researched, written in language comprehensible to the layman, and contain clearly established evaluation procedures.

3. The application for funds may take one of three forms:
 - a. Request for 100% funding
 - b. Request for funds to match local college funds
 - c. Request funds to match external funds for an external funding application.

D. Grant Awards

The educational development grants review committee will make recommendations for funding grant proposals to the vice chancellor for educational services.

1. Special consideration will be given to proposals that are eligible for external matching funds.
2. Priority will be given to proposals which relate most closely to the established goals and priorities of the district.
3. Priority will be given to proposals which are deemed by the committee to have the broadest application within the district.
4. Proposals will be evaluated as (a) acceptable and ready for funding, (b) needing further development before funding, or (c) not acceptable for funding as submitted.
5. In the review process, the EDG review committee or the vice chancellor for educational services may recommend an alternative method of funding for an approved application.

E. Development of Projects and Expenditure of Funds

1. Grant recipients will be responsible for completion of projects and may receive assistance from the director of instructional services upon request.
2. Stipends and other payments made to district employees out of EDG funds will be paid through the payroll department and will be subject to appropriate withholding and FICA requirements.
3. Allowable expenditures include necessary supplies and equipment rental, appropriate travel, use of auxiliary personnel, and personal stipends for grantees.
4. Materials purchased under a grant become the property of the district.
5. Time extensions may be granted by the vice chancellor for educational services in unusual circumstances.

6. Funds not used in the proposed or extended timetable for the grant will revert to the general educational development grant fund.

F. Reporting, Evaluation, and Dissemination of Information

1. Grant recipients will be responsible for reporting results to the EDG review committee.
2. Final reports will include (a) publishable abstracts of the project, (b) final fiscal report, (c) evaluation of project's effectiveness, and (d) when feasible, copies of materials generated.
3. The committee will be responsible, in conjunction with grantees, for dissemination of project findings.
4. The district has first refusal rights to copyrights on materials produced under the terms of the grant.

Approved: Chancellor
April 1, 1975

Revised: September 5, 1978
(Editorial Corrections 6/20/06)