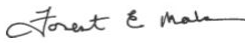



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: GRANTS MANAGEMENT	Policy Number: 10-2-101.2
Institutional Authority: Chief Academic Officer	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 10-2-101	
Approved: 	
President	Chief Academic Officer

Date Adopted: 01/07/2013
Date Revised: 09/25/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Grant Proposal Preparation and Review

The President shall authorize all grant submissions on behalf of the College. The proposal preparation and approval process follows:

1. Initial proposal concepts should be submitted to the President by the respective Executive Staff member for approval when the intent to prepare a proposal is determined. Initial proposal concepts should specify the Principal Investigator for the proposal, staffing and faculty implications, initial budget plans, long-range financial implications for the College, plans for inclusion of indirect costs, curriculum implications, project goals and objectives, and the relationship of the proposal to the College's Annual Plan and mission.
2. Final grant proposal drafts shall be submitted to the President and Chief Business Officer for a final review and approval at least three days prior to the submission deadline for the proposal.
3. The Executive Staff shall oversee the preparation in March of each year a summary of pending and funded grant proposals, including the term and amount of the awards and requests, and relevant information concerning the staff and faculty support provided or requested.