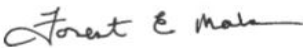



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	GRANTS MANAGEMENT	Policy Number:	10-2-101.1
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.**

Management of individual grants and approval of grant expenditures shall be the responsibility of the designated Principal Investigator for the grant and the appropriate Director/Dean and Executive Staff member.

The Principal Investigator shall be responsible for monitoring each assigned grant to ensure compliance with rules and requirements, achievement of objectives, to ensure that reports are timely filed, and to monitor and report on expenditures.

Procedures for grants management shall include:

1. Administrative Services shall be responsible for the maintenance of data relating to grant income and expenditures, and for the preparation of required financial reports to grantors relating to grants received by ATC.
2. The designated Principal Investigator of each grant will ensure that performance and program reports to grantors are timely submitted and filed as required.