

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number:	2.3.1
Title:	Grant Seeking and External Funds Development
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility:	Director of Institutional Planning, Research and Grants
Original Approval Date:	02-11-1993
Last Cabinet Review:	03-08-2017
Last Revision:	03-08-2017

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Chairperson

Horry-Georgetown Technical College is a teaching/learning institution committed to providing accessible, quality, post-secondary educational opportunities for the people of Horry and Georgetown Counties. The College recognizes the value and need to engage in external grant seeking and funds development, however, all such activities must be consistent with the stated Mission of the College. Therefore, the seeking and/or receiving of grants and/or contracts must recognize the instructional focus of the College and must acknowledge institutional control of the activity.

The College recognizes two general types of grants and contracts:

1. Institutional activities that support a department, division, or broad area of the College.
2. Individual awards that support the personal research or activities of a member of the faculty or staff.

Through the Office of Institutional Planning, Research and Grants, the Administration establishes institutional grant seeking goals, and objectives, and it provides resources to support college-wide grant seeking activities. The Administration solicits and encourages both faculty and staff members to participate in all of its institutional grant seeking activities.

Individual members of the faculty or staff are encouraged to seek grants or contracts that support their professional development, as long as those activities are congruent with the Mission of the College and with the individual's responsibilities within the institution.

The President and Cabinet must approve, prior to their submission, all solicitations and grant-in-aid applications made in the name of the College, or by any affiliated organization, or by any employee functioning as a representative of the College<sup>(1)</sup>.

All funds received for institutional or individual grants or contracts must be managed by the financial office of the College, must be expended in accordance with local, state, and federal regulations, and must be expended for the purposes for which they were awarded. Any compensation paid to any employee from an external grant or contracts must conform to the Policies and Procedures of the South Carolina Technical College System and the College. In the receipt of the award and in the expenditure of all such funds, due consideration must be given to the continuation of the activity and/or the continuation of the employment of the personnel following the dispersal of all resources.

*(1) "Representative of the College" means when the individual is seeking and would receive the grant or contract support by virtue of his/her employment at the institution, and/or when the receipt of the award would affect the employment of the individual, in terms of release time, special duties, etc. Nothing in this policy or in any other policy should be construed as to restrict any employee from seeking personal or private grants or contracts.*