ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE, INC.

**POLICY ON THE ACQUISTION AND MANAGEMENT OF GRANTS AND DONATIONS**

**The purpose of the AS Grants and Donations program is to obtain funds from external sources to assist the AS in advancing its mission. Grant and donation funds may directly enhance projects, programs and services (hereafter referred to as project), and indirectly enhance support for those projects that may not be possible using the AS fee or participant fees alone.**

**The AS delegates authority to the General Manager to oversee all grant and donation acquisition-related efforts and – through the General Manager – to the AS Controller to oversee all grant and donation management-related efforts.**

**The General Manager shall provide a report on all grant and donation activities to the Senate on a semi-annual basis (typically, in June and December).**

**The General Manager will oversee the development and updating of a grant and donation procedures manual which will detail the following activities:**

**Administrative structure for grant/donation acquisition and management**

***Identification of external funding sources***

**Authority and procedure for seeking a grant or donation**

**Solicitation of donations and grants**

**Writing the proposal**

**Preparing the budget**

**Attending to any needed certifications or external (to the AS) approvals**

**Acceptance and management of donations**

**Compliance with AS policy on conflict of interest**

**Compliance with any restrictions and guidelines of the grantor/donor**

**Acknowledgement that a grant/donation may bring with it a requirement (for example, for staff time to administer the grant /donation funding) that is not covered by the grant/donation funding**

ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE, INC.

PROCEDURES ON THE ACQUISTION AND MANAGEMENT OF GRANTS AND DONATIONS

**INISA**

**ADMINISTRATIVE STRUCTURE**

The AS Administration and AS Accounting and Financial Services departments share responsibility for the administration of externally funded activities, projects or programs (hereafter referred to as project). Often, a particular program or service department where the funded project resides (e.g., Children’s Center shall also share this responsibility. All AS staff connected to the funded project shall conform to the AS Conflict of Interest policy and other policies that may arise.

**Administration**

The General Manager is responsible for the activities of the Project Managers, Accounting and Financial Services and any other AS personnel involved in acquiring and managing a grant or donation. Pre-award activities are coordinated by the Assistant to the General Manager. With the General Manager and, as needed, the Human Resources Coordinator, AS Administration oversees pre-award and post-award programmatic and budgetary matters, including issuance of subcontracts. Requests for budgetary or programmatic amendments must be approved by the General Manager and the funding agency when required by award terms and conditions. Major office responsibilities include assisting staff with proposal development and submission, compliance with AS and University and grantor/donor policies and guidelines. The General Manager shall be responsible for providing oversight of the conduct of the project funded to ensure progress toward fulfillment of donation or grant requirements.

**Accounting and Financial Services**

The AS Accounting and Financial Services staff provides financial administration, accounting and reporting administration, expenditure processing and review, and pre-award budget preparation assistance. The AS Accounting and Financial Services staff will also determine the indirect costs to the AS if the project were to be undertaken and will track those costs over the life of the project.

**Grant/Donation Project Manager**

The senior staff employee responsible for the project supported by the grant or donation has direct responsibility for the proper administration of the funded project and expenditure of funds. In general, this Project Manager deals with the donor or grantor through the Assistant to the General Manager with regard to the original grant/donation proposal, project content, and budget. The Project Manager works with the AS Accounting and Financial Services office with regard to the expenditure of funds and effort for the program. The Project Manager is responsible for submitting required reports to the sponsor except for financial reports, which are submitted by the Accounting and Financial Services office. If more than one staff employee is involved in a program, the Assistant to the General Manager will develop and monitor written specification of the distribution of responsibilities among the Project Managers. The General Manager will assign the Project Manager(s) to the effort and make any changes in those assignments as needed (and as permitted by the donor/grantor.

**GRANT AND DONATION APPLICATIONS OR SOLICITATIONS**

Authorship of Grant Applications and Donation Solicitations. Any staff employee, student employee, or member of the Board of Directors (Senate) may wish to apply in the name of the AS to agencies of the Federal, State and local government, private industry, private and public foundations, individuals or corporations for grants and donations.

Approval of Grant/Donation Applications. All applications must be submitted to AS Administration for review so that the AS can:

* avoid competing requests to the same source;
* determine that the goals of the project (hereafter referred to as project) can be achieved with the resources sought;
* ensure sufficient and proper infrastructure support for the management of the project or program and of the donation or grant itself, and
* determine that the program is consonant with the mission and strategic plan of the organization.

The General Manager will conduct this review in consultation with the other Corporate officers, the Controller and the Office of the Vice President for Student Affairs.

**REVIEW OF APPLICATIONS**

A Grant or Donation Request Form containing the signatures of the Project Manager must accompany all proposals submitted for internal review. The signors attest to the items listed below. The Project Manager, in so doing, attests that the proposed project can be achieved in accordance with the narrative and budget of the application and will allow time for the Project Manager to complete her or his other duties as assigned.



**COSTS**

There are two types of costs associated with projects: those directly assignable to the specific project and those indirectly incurred for the general support and management of the project. These two types of costs are commonly referred to as direct and indirect costs.

Direct costs are those expenses that have been incurred solely for work on the project or activity and that can be identified specifically with such. Typical costs include salaries, fringe benefits, supplies, travel, and equipment. Indirect costs are incurred primarily for necessary supporting administrative and service functions related to the project. Indirect costs are often computed as a percentage of a project's total direct costs, or as some component of the direct costs (referred to as modified total direct costs).

The AS shall be cognizant in its review of proposals that a realistic and acceptable level of indirect costs can be accommodated either as external-to-the-project overhead (funded or unfunded) or through explicit funding within the proposal. The AS shall always strive to keep indirect costs as low as is financially and managerially feasible, recognizing that some donors and grantor will not permit funding of indirect costs.

**USES OF FUNDING**

Except where the terms and conditions of a grant or donation differ from the AS Budget Language (Finance Policy), all regulations and procedures of the AS Budget Language and the Accounting Manual will govern all transactions of the funded program. Where the language of the donation or grant differs from or conflicts with AS policy and procedures, the General Manager will make the determination as to how to interpret the extant decision, in consultation with the other Officers, the Controller and the Project Manager.

The AS shall provide fiscal and other reports of expenditures to the granting agency, the Project Manager and, if required by law, to governmental agencies. Fiscal information and reports may be provided to other persons only as required by law, regulation or policy. All expenditures must be properly documented. The AS monitors expenditures to insure compliance with funding agency, University, State and AS policies.

**PROPERTY PURCHASED WITH GRANT OR DONATION FUNDS**

Established procedures for tracking and managing fixed assets which are funded through grants, or donations are outlined in the AS Asset Management procedure.

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**POLICY ON INTELLECTUAL AND WORK PROPERTY**

The AS shall apply its Work and Intellectual Property policy to any activities funded through a grant or donation.

**RECORD RETENTION**

AS maintains grant and donation records in consonance with its Record Retention policy, typically four years beyond the expiration of the project unless otherwise required by the funding agency.

Proposed to Senate 130225APPENDIX ONE. GRANT OR DONATION REQUEST FORM

Date:

Program Area:

Primary Project Manager:

Portion of time of Project Manager required to execute the funded program:

Portion of time of the Project Manager required to administer the grant or donation (including grantor/donor relations):

Secondary Project Manager:

Portion of time of Secondary Project Manager required to execute the funded program:

Portion of time of the Secondary Project Manager required to administer the grant or donation (including grantor/donor relations):

Deadline for submission of proposal:

Name, address and contact information for grantor/donor:

Outcome of proposed project:

Brief description of proposed project

Duration of project:

Are there any conditions attached to this grant/donation offer (e.g., acknowledgement, restrictions on use, cost matching, etc.):

Source(s) of funding after completion of project (if applicable):

Estimated costs to AS in administering the grant/donation and project in terms of staff time, use of equipment or other physical resources, and actual expenditures:

Project Manager’s proposal for what activity will be altered, postponed or forfeited if the project is funded (What will be have to be let go of, if we do this instead?):