
Procedure: Sponsored Programs

Reference No.: 5.11

Authority: College President

Cross Reference: Policy 1.1

Approved: November 27, 1990

Revised:

General Guidelines:

1. All requests from the professional staff to pursue grant funding must begin in the Office for Sponsored Programs. Individuals are not to seek funding for any programs, from any sources, without first meeting with the Director of Sponsored Programs and completing a "Request to Seek Funding" form.
2. All such Requests will be forwarded to the Executive Vice President for Academic Affairs and presented to the College President for approval. Approval at that time, means that the Director of Sponsored Programs and the interested party(ies) may proceed in grant application.

The Director will also consult with the Budget Officer and, when appropriate, with the Human Resources Officer in preparing the grant application.

3. If a grant request is accepted by the funding agency, the Director prepares a statement of such for presentation to the SUNY Broome Community College Board of Trustees via the Executive Vice President for Academic Affairs. Upon approval by the Trustees, SUNY Broome Community College may accept funds and begin program operations.
4. More detailed and thorough procedures for sponsored program activity can be found by reference to the Sponsored Programs Handbook.