

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Grants – Externally Funded Grants and Contracts	
	<b>NUMBER:</b> FIN-GRF-020	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 9/27/2010	<b>REVISION DATE:</b> 8/9/2023

➤ **Purpose:**

This procedure outlines the approval and termination process for externally funded grants and contracts.

➤ **Definitions:**

**Externally Funded Grant:** Grants funded by an external party.

➤ **Responsibility:**

**College President:** Approves externally funded grants.

**District Board of Trustees:** Holds the right to terminate an externally funded program.

➤ **Procedure Details:**

1. Submission of Grant and Contract Proposal for External Funding

- a. All external funded grant and contract proposals will be submitted to the College President or the designee.
- b. The College President or the designee will determine whether the proposed externally funded activities are consistent with the College’s statements of purpose and statutory mission, and involve an appropriate balance of instructional and non-instructional activities.
- c. The College President shall have the authority to approve or disapprove the submission of all grant and contract proposals with external funding.

2. Termination of Externally Funded Programs: The District Board of Trustees has the right to terminate a previously approved externally funded program if found that the program is no longer consistent with the College's statements of purpose and statutory mission, or that the program is resulting in an inappropriate balance of instructional and non-instructional activities.

➤ **References:**

College Board Policy: 6Hx-18-4.051

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.051.pdf>