

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Grants Management**EFFECTIVE DATE:** March 1, 2004; Revised May 3, 2005; Revised January 22, 2024**Purpose**

The purpose of this policy is to provide information regarding grants and similar funding at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**Applicability

This policy is applicable to all grants and contracts for externally funded projects awarded to the College. The President must authorize exceptions to this policy.

Acceptance of Awards

1. Grants and contracts for externally funded projects are awarded to Southwest, not to the project director or principal investigator. The College is the legal entity responsible for compliance with the terms and conditions of the grant or contract.
2. Grants and contract awards to the College must be approved and accepted by the President or designee.
3. The College is not obligated to accept, or to provide matching funds for, any award for which a fully approved proposal is not on file in the Grants Office.
4. The College will decline grant awards if programmatic issues or funding levels change such that commitments required under the grant become unrealistic in the opinion of College leaders. Likewise, circumstances that College leaders believe pose an unreasonable risk to the College can be deemed grounds to decline a grant award.
5. The Grants Office must be immediately notified upon receipt of a grant award. All awards received from external sources will be reviewed by the Grants office and the Finance department before they are recommended to the President for acceptance.

**Responsible****Source of Policy:** Institutional Advancement**Administrator:** AVP of Inst Adv & Resource Dev

4:01:04:00/16; 4:01:04:01/29

**Related Policy:** 4:07:00:00/27; 4:01:04:03/31**TBR Policy Reference:** 4.01.07.02; 4.01.00.01**Approved:** \_\_\_\_\_**President****Date:** \_\_\_\_\_**January 22, 2024**