

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: GRANTS

REVIEWER(S): Dean of Administrative and Financial Services*
Chair, Development and Scholarship Committee
Provost

I. POLICY

Carolinas College adheres to a standard process for seeking out and disbursing external grant funds.

II. PURPOSE

- A. *With the exception of alumni solicitation, the Carolinas Healthcare Foundation (The Foundation) is consulted prior to solicitations for endowments, gifts, bequests and all proposed fund raising through special events or appeals. This prevents conflicting requests from CHS facilities to funding agencies and individuals. Proposals for funding submitted to federal, state and local government, foundations and trusts, or individuals, are generally reviewed by The Foundation prior to submission. Adequate time in advance of the sponsoring agency deadline must be allowed for in this review cycle.*
- B. Funds received from granting agencies are generally managed through The Foundation. However, all such funds are kept separate from, and shall not detract from support for general college activities.
- C. *Clerical assistance will generally be provided to faculty and professional staff who are engaged in grant applications, administration, and reporting.*
- D. Funds will not be sought from granting agencies whose stipulations for funding may compromise the college's control over instructional activities and the general mission of the college.
- E. External grant funding will be a supplement to and not a substitute for baseline revenue and will *not* undermine the financial position of the college.
- F. The Grants policy and procedure will be reviewed and updated bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____