

Approval and Acceptance Procedure	Procedure Number	11.6.2.1P
	Effective Date	November 28, 2017

1.0 PURPOSE

In accordance with Laramie County Community College’s Management and Oversight Authority Policy 11.1 and LCCC’s Sponsored Awards Policy 11.6, the purpose of this document is to outline authority and responsibilities for LCCC’s approval and acceptance of sponsored awards.

All sponsored awards are made to the college and in accordance with LCCC’s Responsibility of the CEO Policy 1.3.1 only the President or their designee may enter into legally-binding agreements on behalf of the college. Under accounting Policy 4.1 and Signature Authority Procedure 4.1.2P, the President or their designee signs all legally binding contracts, memoranda of understanding (MOUs), agreements, etc.

Any award accepted must comply with all LCCC policies, procedures, standards, and practices. Award acceptance obligates LCCC to comply with all governing laws, regulations, and requirements and the terms and conditions stated in the award.

2.0 REVISION HISTORY

Adopted on: 11/28/17

3.0 PERSONS AFFECTED

All persons who manage or oversee sponsored awards on behalf of Laramie County Community College.


4.0 DEFINITIONS

- A. *Fully-Executed Award* – The official award documentation, which becomes a legally binding agreement when signed by all parties.
- B. *Project Manager/Principal Investigator* – Individual designated by LCCC to manage the award.
- C. *Sponsored Award* – A sponsored award is the transfer of money or property from an external funder that requires performance of specific duties. The funding relationship usually reflects a joint partnership in setting/meeting project goals. Most governmental funding will be for the purpose of conducting a sponsored award. The funding mechanisms used to meet this purpose can include memoranda of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer.

5.0 PROCEDURES

- A. The Director of Sponsored Awards and Compliance and the Accounting Compliance Supervisor will jointly develop, implement, and oversee policies, procedures, and processes for the management of LCCC sponsored awards.

- B. All documentation relating to the governance and expectation of an award are required to be reviewed and processed by the project manager/principal investigator, the Director of Sponsored Awards and Compliance, the Accounting Compliance Supervisor, and the Director of Contracting and Procurement.
- C. No award will be accepted that has not followed LCCC's Pre-Award Procedure 11.6.1P and obtained President's Cabinet approval.
- D. Any material deviation from an application to an award will receive review by the institutional offices that will support the award and may require full approval through President's Cabinet.
- E. The fully-executed award documentation is processed and retained by the Administration and Finance Office.
- F. Once the fully-executed award has been processed by Administration and Finance staff, the Accounting Compliance Supervisor establishes the LCCC account for the award.
- G. Primary responsibility for award management and project completion rests with the project manager/principal investigator.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Victoria Steel, Sponsored Awards and Compliance Director	10/27/17
Approval by President's Cabinet		11/21/17
Ratified by College Council	Sabrina Lane, College Council Co-Chair	11/28/17
Approval by President (Signature)		11/28/17