

Institutional Compliance Procedure	Procedure Number	11.6.3P
	Effective Date	November 28, 2017

1.0 PURPOSE

In accordance with LCCC’s Management and Oversight Authority Policy 11.1 and LCCC’s Sponsored Awards Policy 11.6, the purpose of this document is to outline general procedures in support of LCCC’s institutional compliance necessary for the acquisition and management of sponsored awards.

It is the policy of LCCC to comply with the regulations governing external funds, including institutional compliance requirements for sponsored awards.

Appropriate verification and documentation of institutional requirements and the compliance element’s ownership, the development and management of internal controls and systems to support administration, oversight, and compliance reporting - permit the most effective use of LCCC resources and ensures the ability of LCCC to comply with all applicable laws, regulations, and requirements.

2.0 REVISION HISTORY

Adopted on: 11/28/17

3.0 PERSONS AFFECTED

All persons who seek, manage or acquire sponsored awards on behalf of Laramie County Community College and all persons who oversee and manage institutional compliance elements necessary in the support of sponsored awards, including the President’s Cabinet and the College President.


4.0 DEFINITIONS

- A. *Institutional Compliance Element* – Institutional adherence to any law, regulation, or requirement that LCCC accepts as a condition of receiving a sponsored award.
- B. *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 President and President’s Cabinet will assign institutional compliance element ownership.
- B. The Director of Sponsored Awards and Compliance will review all sponsored award documentation for compliance requirements and document and verify current compliance and compliance ownership.

- C. When a new compliance element, or new need for verification is included in the terms and conditions of a sponsored award, the Director of Sponsored Awards and Compliance will notify the President and work with responsible institutional offices during the award approval and acceptance process (LCCC Approval and Acceptance Procedure 11.6.2.1P).

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