

Sponsored Awards Policy	Policy Number	11.6
	Effective Date	January 24, 2018

1.0 POLICY & PURPOSE

In accordance with Laramie County Community College’s Management and Oversight Authority Policy 11.1 it is the policy of LCCC to provide guidelines and procedures on the solicitation, acquisition, and management of sponsored awards. All sponsor regulations and requirements must be reviewed and approved prior to acceptance on an award. Any activities under an award must be consistent with the College's mission and priorities. All LCCC guidelines and procedures will ensure adherence to the fully executed sponsor agreement, applicable laws and regulations, and LCCC policies and procedures.

Willful provision of false information in a federal award application and its supporting documents or in reports required under an ensuing award is a criminal offense (U. S. Code, Title 18, §1001).

The Director of Sponsored Awards and Compliance serves as LCCC’s Authorized Organizational Representative (AOR) and is the institutional official designated with the authority to certify that statements made during LCCC’s award acquisition are true and complete to the best of his/her knowledge and accept the obligation to comply with award terms and conditions.

The Accounting Compliance Supervisor serves as LCCC’s official authorized to certify expenditures in accordance with U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.

2.0 REVISION HISTORY

Adopted on: 1/24/18

3.0 PERSONS AFFECTED

All persons who seek, acquire, manage, or oversee sponsored awards on behalf of Laramie County Community College are affected by this policy.

4.0 DEFINITIONS

- A. *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.

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
Recommended by President (Signature)		11/28/17
Approval by Trustees (Signature)		1/24/18